

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : TEHRAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 216	17.50	45.00	0.80
FROM TERRITORIES	: 353	5.00	15.00	0.25
B.VISITS TO CLIENTS IN TERRITORY	: 103	12.50	5.00	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 1	4.00	12.00	0.20
MISSIONS	: 3	1.00	3.00	0.05
CONFERENCE SEMINARS	: 1	0.00	0.00	0.00
OTHER	: 8	1.50	0.00	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 1	1.00	0.00	0.02
POST INITIATED	: 10	5.00	0.00	0.10
E.COMMUNICATIONS ACTIVITIES	: 1	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 0	0.00	0.00	0.00
FROM TERRITORIES	: 0	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 0	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 5.00	0.00	0.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 9	0.00	0.00	0.00
HOST GOVERNMENT	: 35	2.50	5.00	0.10
OTHER DEPARTMENT	: 2	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES	: 1	1.50	0.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 5.00	0.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP	: 7.50	15.00	0.00	0.30
K.SERVICE TO OTHER MISSION PROGRAMS	: 30.00	0.00	0.00	0.60
L.TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 53
FROM TERRIT : 76

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 1