

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : CAIRO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	250	10.00	25.00	0.70
FROM TERRITORIES :	370	17.50	28.00	0.91
B. VISITS TO CLIENTS IN TERRITORY :	162	17.50	12.50	0.60
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	4.50	22.50	0.54
MISSIONS :	1	1.00	0.00	0.02
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	2.50	0.00	0.05
POST INITIATED :	8	12.50	1.00	0.27
E. COMMUNICATIONS ACTIVITIES :	2	5.00	0.00	0.10
F. INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.50	0.00	0.01
FROM TERRITORIES :	629	2.50	0.50	0.06
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.00	0.00	0.02
HOST GOVERNMENT :	85	1.00	0.50	0.03
OTHER DEPARTMENT :	4	7.50	2.50	0.20
PROVINCES/MUNICIPALITIES :	4	0.50	0.50	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	1.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		6.50	6.00	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 17
FROM TERRIT : 240

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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