

02/12/82

External Affairs and International Trade Canada

T&RPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1982

REGION : AFRICA MIDDLE-EAST

AFRICA & MIDDLE EAST

			% OFFICER-TIME	TOTAL-TIME	
			CANADA	LOC-ENG	PERSON-YR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA :	2713	19.59	25.47	8.34
	FROM TERRITORIES :	3152	13.88	20.69	6.98
B. VISITS TO CLIENTS IN TERRITORY		1122	11.37	19.82	5.46
<u>GBT</u>					
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS		2	0.56	2.91	0.79
	MISSIONS :	12	3.15	2.39	1.04
	CONFERENCE SEMINARS :	17	1.39	0.96	0.40
	OTHER :	8	0.75	0.69	0.29
D. COMMERCIAL* ECONOMIC REPORTS	NO POST	19	1.25	3.95	0.80
	POST :	31	3.39	3.58	1.35
E. COMMUNICATIONS ACTIVITIES		18	1.43	0.30	0.30
F. INVESTMENT ENQUIRIES		66	3.00	1.68	0.85
	FROM TERRITORIES :	76	1.18	1.26	0.48
G. TECHNOLOGY INFLOW PROGRAM	ENGR'S CONNECTION	15	0.11	0.43	0.13
	OTHER :	12	0.80	0.53	0.13
H. PARTICIPATION IN PROG-REL EVENTS OUTSIDE		1	1.43	1.21	0.54
I. SERVICE REQUESTS FROM GOV'T. SOURCES		26	0.31	0.73	0.32
	HOUSY :	26	1.33	1.31	0.65
	OTHER :	69	1.93	1.49	0.79
	PROVINCES/MUNICIPALITIES :	51	1.37	0.73	0.39
J. ADMINISTRATION: PROGRAM MANAGEMENT			8.12	2.47	1.87
	LEAVE, PROFESSIONAL DEVELOP :		17.67	1.79	1.69
K. SERVICE TO OTHER MISSION PROGRAMS			10.75	0.84	2.91
L. TOURISM PROGRAM ACTIVITIES			0.00	0.00	0.00
***** TOTALES *****			99.92	100.00	38.00

* Quarterly reports for these posts were not available.

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	347
	FROM TERRIT :	231
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	198
	FROM TERRIT :	100
NUMBER OF FIRM APPLICATIONS COMMENTED ON		14
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	18
	-LOCALLY ENGAGED :	23