

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

REGION : AFRICA MIDDLE-EAST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	4769	18.29	25.60	11.34
FROM TERRITORIES :	4328	13.74	23.72	9.64
B. VISITS TO CLIENTS IN TERRITORY :	1838	11.74	18.04	7.68
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	21	2.55	3.24	1.50
MISSIONS :	65	3.81	4.60	2.18
CONFERENCE SEMINARS :	13	1.37	0.56	0.51
OTHER :	241	1.59	1.04	0.69
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	63	2.62	2.00	1.21
POST INITIATED :	140	4.74	2.36	1.87
E. COMMUNICATIONS ACTIVITIES :	71	0.85	0.76	0.42
F. INVESTMENT ENQUIRIES				
FROM CANADA :	301	1.88	0.60	0.66
FROM TERRITORIES :	254	1.51	1.72	0.84
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	46	0.55	0.96	0.39
CONNECTIONS ARRANGED :	23	0.00	0.92	0.23
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		6.03	2.80	2.33
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	55	1.14	0.64	0.47
HOST GOVERNMENT :	137	1.18	1.52	0.70
OTHER DEPARTMENT :	181	2.74	2.00	1.24
PROVINCES/MUNICIPALITIES :	165	1.59	1.24	0.74
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		5.48	0.48	1.60
LEAVE, PROFESSIONAL DEVELOP :		12.22	3.72	4.23
K. SERVICE TO OTHER MISSION PROGRAMS :		4.29	1.48	1.53
***** TOTALS *****		99.91	100.00	52.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 765  
FROM TERRIT : 1541

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 78

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 27  
- LOCALLY-ENGAGED : 25