

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : CAIRO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	442	5.00	13.00	0.31
FROM TERRITORIES :	880	11.00	16.50	0.44
B. VISITS TO CLIENTS IN TERRITORY :	100	15.00	19.00	0.53
C. EXPORT/TRADE/POLICY FAIRS :	1	5.00	21.50	0.48
PROJECTS AND EVENTS MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	4	25.00	15.50	0.56
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	10.00	0.00	0.10
POST INITIATED :	3	5.00	2.50	0.10
E. COMMUNICATIONS ACTIVITIES :	23	2.00	3.50	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	2	2.00	0.00	0.02
FROM TERRITORIES :	7	5.00	2.00	0.09
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 :	2	2.00	0.50	0.03
HOST GOVERNMENT :	3	0.00	2.50	0.05
OTHER DEPARTMENT :	3	5.00	0.50	0.06
PROVINCES/MUNICIPALITIES :	1	0.00	0.50	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		8.00	2.50	0.13
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	2
FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	32
FROM TERRIT :	400
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2