

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : RIYADH

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	423	13.75	13.00	0.94
FROM TERRITORIES :	813	12.75	17.33	1.03
B. VISITS TO CLIENTS IN TERRITORY :	191	3.00	15.66	0.59
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.25	1.00	0.08
MISSIONS :	5	2.00	7.00	0.29
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	6	4.00	2.66	0.24
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.75	0.00	0.03
POST INITIATED :	32	4.75	1.00	0.22
E. COMMUNICATIONS ACTIVITIES :	37	3.50	0.00	0.14
F. INVESTMENT ENQUIRIES				
FROM CANADA :	7	0.00	0.00	0.00
FROM TERRITORIES :	34	0.00	2.00	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 :		1.25	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	0.00	0.33	0.01
HOST GOVERNMENT :	10	0.50	1.33	0.06
OTHER DEPARTMENT :	12	3.50	0.33	0.15
PROVINCES/MUNICIPALITIES :	2	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		4.50	0.00	0.18
LEAVE, PROFESSIONAL DEVELOP :		30.00	30.00	2.10
K. SERVICE TO OTHER MISSION PROGRAMS :		14.50	8.33	0.83
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.97	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 27
FROM TERRIT : 194

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 3