

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : RIYADH

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	615	13.00	19.00	1.09
FROM TERRITORIES :	1082	13.00	22.00	1.18
B. VISITS TO CLIENTS IN TERRITORY :	439	12.00	24.00	1.20
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	8.00	5.00	0.47
MISSIONS :	5	18.00	11.00	1.05
CONFERENCE SEMINARS :	3	1.00	0.00	0.04
OTHER :	50	6.00	0.00	0.24
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	3.00	0.00	0.12
POST INITIATED :	26	3.00	0.00	0.12
E. COMMUNICATIONS ACTIVITIES :	3	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	26	1.00	2.00	0.10
FROM TERRITORIES :	61	1.00	3.00	0.13
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 :	16	3.00	0.00	0.12
HOST GOVERNMENT :	32	3.00	2.00	0.18
OTHER DEPARTMENT :	36	1.00	0.00	0.04
PROVINCES/MUNICIPALITIES :	28	1.00	2.00	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	3.00	0.29
LEAVE, PROFESSIONAL DEVELOP :		8.00	0.00	0.32
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	7.00	0.21
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 122
FROM TERRIT : 341

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 21

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