

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

REGION : AFRICA MIDDLE-EAST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	4599	17.64	26.73	9.15
FROM TERRITORIES :	6962	11.76	22.69	7.22
B. VISITS TO CLIENTS IN TERRITORY :	1474	15.11	13.08	5.58
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	17	2.58	4.78	1.54
MISSIONS :	34	9.82	10.65	4.12
CONFERENCE SEMINARS :	24	1.35	0.95	0.45
OTHER :	17	1.29	0.13	0.25
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	35	3.88	2.56	1.25
POST INITIATED :	126	5.29	4.78	2.00
E. COMMUNICATIONS ACTIVITIES :	47	1.23	0.47	0.32
F. INVESTMENT ENQUIRIES				
FROM CANADA :	23	0.70	0.30	0.19
FROM TERRITORIES :	69	1.47	1.47	0.59
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	19	0.23	0.34	0.12
CONNECTIONS ARRANGED :	10	0.29	0.26	0.11
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.82	1.56	0.50
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	21	1.00	0.34	0.25
HOST GOVERNMENT :	87	2.00	1.95	0.79
OTHER DEPARTMENT :	60	2.00	0.65	0.49
PROVINCES/MUNICIPALITIES :	152	2.82	0.69	0.64
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		6.05	1.17	1.30
LEAVE, PROFESSIONAL DEVELOP :		6.58	3.13	1.84
K. SERVICE TO OTHER MISSION PROGRAMS :		6.00	1.08	1.27
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.13	0.03
***** TOTALS *****		99.91	99.89	40.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	106
	FROM TERRIT :	154
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	826
	FROM TERRIT :	1605
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		44
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	17
	-LOCALLY ENGAGED :	23