

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/10/03

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : CAIRO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	343	20.00	32.50	1.05
FROM TERRITORIES :	151	11.00	18.50	0.59
B. VISITS TO CLIENTS IN TERRITORY :	2	15.00	23.50	0.77
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	12.50	10.00	0.45
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.00	1.00	0.06
POST INITIATED :	19	10.00	6.00	0.32
E. COMMUNICATIONS ACTIVITIES :	2	2.50	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	6	1.50	0.00	0.03
FROM TERRITORIES :	19	2.50	0.50	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'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	1.00	0.50	0.03
HOST GOVERNMENT :	8	4.00	2.50	0.13
OTHER DEPARTMENT :	2	0.50	0.00	0.01
PROVINCES/MUNICIPALITIES :	9	2.50	1.00	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		2.50	2.50	0.10
LEAVE, PROFESSIONAL DEVELOP :		5.00	0.00	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	1.50	0.13
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 75
FROM TERRIT : 307

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 2