

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 : TEHRAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	400	26.00	35.00	1.22
FROM TERRITORIES :	284	17.50	22.50	0.80
B.VISITS TO CLIENTS IN TERRITORY :	41	9.00	14.00	0.46
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	3	3.50	6.00	0.19
MISSIONS :	3	6.50	9.00	0.31
CONFERENCE SEMINARS :	1	0.00	1.00	0.02
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	5	2.00	3.50	0.11
E.COMMUNICATIONS ACTIVITIES :	2	0.50	1.50	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
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 :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	2	2.50	2.50	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.50	3.00	0.33
LEAVE, PROFESSIONAL DEVELOP :		16.00	2.00	0.36
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.06
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	9
FROM TERRIT :	32
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	49
FROM TERRIT :	84

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	7
--	---

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