

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

REGION : AFRICA MIDDLE-EAST

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	4871	19.80	26.40	11.75
FROM TERRITORIES :	4871	9.84	24.48	8.68
B. VISITS TO CLIENTS IN TERRITORY :	2326	11.69	17.76	7.48
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	31	3.07	1.92	1.28
MISSIONS :	51	7.30	5.44	3.26
CONFERENCE SEMINARS :	30	2.73	1.00	0.96
OTHER :	235	2.80	1.48	1.10
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	85	2.96	1.84	1.23
POST INITIATED :	172	4.23	2.32	1.68
E. COMMUNICATIONS ACTIVITIES :	70	0.96	0.48	0.37
F. INVESTMENT ENQUIRIES				
FROM CANADA :	91	0.88	0.96	0.47
FROM TERRITORIES :	762	2.00	2.00	1.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	128	0.42	0.68	0.28
CONNECTIONS ARRANGED :	49	0.15	0.72	0.22
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.11	0.24	0.87
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	80	1.65	0.72	0.61
HOST GOVERNMENT :	190	2.42	1.72	1.06
OTHER DEPARTMENT :	231	3.19	1.84	1.29
PROVINCES/MUNICIPALITIES :	150	1.38	0.96	0.60
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		6.57	0.60	1.86
LEAVE, PROFESSIONAL DEVELOP :		8.69	5.12	3.54
K. SERVICE TO OTHER MISSION PROGRAMS :		4.07	1.32	1.39
***** TOTALS *****		99.91	100.00	51.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 1089  
FROM TERRIT : 2013

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 96

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 26  
- LOCALLY-ENGAGED : 25