

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

REGION : AFRICA MIDDLE-EAST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 3234	18.13	28.60	8.44
FROM TERRITORIES	: 3095	14.60	21.60	6.51
B. VISITS TO CLIENTS IN TERRITORY	: 1369	10.93	17.00	5.04
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 10	2.33	3.90	1.13
MISSIONS	: 38	9.66	8.60	3.17
CONFERENCE SEMINARS	: 6	0.00	0.75	0.15
OTHER	: 19	1.26	0.85	0.36
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 64	3.53	1.85	0.90
POST INITIATED	: 112	4.00	3.30	1.26
E. COMMUNICATIONS ACTIVITIES	: 23	1.33	0.70	0.34
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 30	0.66	0.60	0.22
FROM TERRITORIES	: 127	1.26	1.45	0.48
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 14	0.60	1.00	0.29
CONNECTIONS ARRANGED	: 14	0.06	0.80	0.17
H. PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST	: 2.66	0.75	0.55	
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 29	0.46	0.95	0.26
HOST GOVERNMENT	: 99	2.53	1.15	0.61
OTHER DEPARTMENT	: 60	1.93	0.90	0.47
PROVINCES/MUNICIPALITIES	: 60	1.46	0.70	0.36
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 3.13	0.15	0.50	
LEAVE, PROFESSIONAL DEVELOP	: 5.80	3.00	1.47	
K. SERVICE TO OTHER MISSION PROGRAMS	: 13.60	1.40	2.32	
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	
***** TOTALS *****		99.92	100.00	35.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 83
	FROM TERRIT	: 233
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 500
	FROM TERRIT	: 836
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 33
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 15
	-LOCALLY ENGAGED	: 20