

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : CAIRO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	246	21.00	45.50	1.33
FROM TERRITORIES :	103	12.50	21.00	0.67
B. VISITS TO CLIENTS IN TERRITORY :	112	7.50	15.00	0.45
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	5.00	5.00	0.20
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.50	1.00	0.07
POST INITIATED :	12	5.00	7.50	0.25
E. COMMUNICATIONS ACTIVITIES :	2	1.00	0.00	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	2	0.50	0.00	0.01
FROM TERRITORIES :	8	1.00	0.50	0.03
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 :		5.00	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.50	0.01
HOST GOVERNMENT :	4	2.50	1.50	0.08
OTHER DEPARTMENT :	3	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	2	0.50	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	1.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		12.50	0.50	0.26
K. SERVICE TO OTHER MISSION PROGRAMS :		17.50	1.00	0.37
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 31
FROM TERRIT : 253

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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