

22/08/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1993

POST : CAIRO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	388	10.00	21.66	0.75
FROM TERRITORIES :	300	10.00	15.66	0.57
B. VISITS TO CLIENTS IN TERRITORY :	124	10.00	15.66	0.57
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	5.00	6.66	0.25
MISSIONS :	2	15.00	11.66	0.50
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	5	10.00	0.66	0.12
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	5.00	3.33	0.15
POST INITIATED :	5	5.00	4.66	0.19
E. COMMUNICATIONS ACTIVITIES :	12	5.00	1.33	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	1.00	0.66	0.03
FROM TERRITORIES :	9	1.00	1.66	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	1.00	0.03
CONNECTIONS ARRANGED :	2	0.00	1.00	0.03
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		4.00	0.00	0.04
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.33	0.01
HOST GOVERNMENT :	1	0.00	0.33	0.01
OTHER DEPARTMENT :	7	5.00	0.66	0.07
PROVINCES/MUNICIPALITIES :	3	2.00	0.33	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		8.00	1.66	0.13
LEAVE, PROFESSIONAL DEVELOP :		2.00	9.33	0.30
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	1.66	0.07
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.90	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	5
	FROM TERRIT :	90
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	388
	FROM TERRIT :	300
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	3