

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

91/03/25

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : TEHRAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	251	15.00	45.00	0.75
FROM TERRITORIES :	373	5.50	15.00	0.26
B. VISITS TO CLIENTS IN TERRITORY :	127	16.50	13.00	0.46
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	6.00	15.00	0.27
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	2	0.50	2.00	0.03
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.00	0.02
POST INITIATED :	5	3.00	1.00	0.07
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	0.00	0.00
FROM TERRITORIES :	3	1.00	0.00	0.02
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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	24	5.00	0.00	0.10
HOST GOVERNMENT :	30	5.00	9.00	0.19
OTHER DEPARTMENT :	14	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	7	0.50	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		35.00	0.00	0.70
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 53  
FROM TERRIT : 67

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 1