

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

88/03/16

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : RIYADH

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 406	12.00	13.00	0.87
FROM TERRITORIES	: 458	12.00	29.00	1.35
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 279	19.00	22.00	1.42
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 7	14.00	3.00	0.65
OTHER	: 47	4.00	2.00	0.22
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 19	1.00	4.00	0.16
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 15	3.00	2.00	0.18
FROM TERRITORIES	: 54	2.00	10.00	0.38
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 0	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	: 3	10.00	6.00	0.58
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 22	8.00	0.00	0.32
FROM OTHER GOV'T SOURCES- CONTACTS	: 8	1.00	1.00	0.07
- REPORTS	: 20	4.00	0.00	0.16
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		4.00	2.00	0.22
LEAVE, PROFESSIONAL DEVELOP		6.00	0.00	0.24
J. SERVICE TO OTHER MISSION PROGRAMS	: 7	0.00	6.00	0.18
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 60
FROM TERRIT : 145

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 3