

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : RIYADH

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES : FROM CANADA :	553	20.00	13.00	1.19
FROM TERRITORIES :	772	22.00	13.00	1.27
B. VISITS TO CLIENTS IN TERRITORY :	482	10.00	22.00	1.06
C. EXPORT/TRADE/POLICY FAIRS :	7	1.00	10.00	0.34
PROJECTS AND EVENTS MISSIONS :	10	5.00	6.00	0.38
CONFERENCE SEMINARS :	2	3.00	3.00	0.21
OTHER :	64	6.00	1.00	0.27
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	14	2.00	4.00	0.20
POST INITIATED :	17	1.00	0.00	0.04
E. COMMUNICATIONS ACTIVITIES :	7	1.00	0.00	0.04
F. INVESTMENT ENQUIRIES FROM CANADA :	125	2.00	0.00	0.08
FROM TERRITORIES :	76	1.00	2.00	0.10
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'T'N IN PROG-REL EVENTS OUTSIDE POST :		13.00	15.00	0.97
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	7	1.00	0.00	0.04
HOST GOVERNMENT :	24	1.00	0.00	0.04
OTHER DEPARTMENT :	22	1.00	0.00	0.04
PROVINCES/MUNICIPALITIES :	18	1.00	0.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	3.00	0.29
LEAVE, PROFESSIONAL DEVELOP :		3.00	0.00	0.12
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	8.00	0.28
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 177
FROM TERRIT : 162

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

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