

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : RIYADH

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	400	13.00	23.00	1.21
FROM TERRITORIES :	466	11.00	27.00	1.25
B.VISITS TO CLIENTS IN TERRITORY :	289	14.00	10.00	0.86
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.00	2.00	0.10
MISSIONS :	6	13.00	8.00	0.76
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	65	5.50	4.00	0.34
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	44	3.50	1.00	0.17
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	23	2.00	1.00	0.11
FROM TERRITORIES :	41	2.00	3.00	0.17
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	4	0.00	0.00	0.00
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	26	5.00	1.00	0.23
OTHER DEPARTMENT :	30	7.00	0.00	0.28
PROVINCES/MUNICIPALITIES :	9	2.00	0.00	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		9.50	14.00	0.80
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	6.00	0.28
***** TOTALS *****		99.00	100.00	6.96

NUMBER OF BUSINESS VISITORS FROM CANADA : 77  
FROM TERRIT : 185

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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