

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : CAIRO

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA :	78	25.00	38.00	1.51
	FROM TERRITORIES :	575	8.33	22.50	0.70
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	59	6.66	13.00	0.46
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS :	0	0.00	0.00	0.00
	MISSIONS :	0	0.00	0.00	0.00
	OTHER :	0	0.00	4.00	0.08
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	:	20	14.33	5.50	0.54
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA :	0	0.00	0.00	0.00
	FROM TERRITORIES :	7	5.33	1.50	0.19
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	:	0	0.00	0.00	0.00
	CONNECTIONS ARRANGED :	2	0.00	2.00	0.04
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	:	0	1.00	0.00	0.03
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	:	6	1.66	1.00	0.07
	FROM OTHER GOV'T SOURCES- CONTACTS :	7	3.33	0.00	0.10
	- REPORTS :	5	2.00	3.00	0.12
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN. :		13.33	0.00	0.40
	LEAVE, PROFESSIONAL DEVELOP :		15.00	8.00	0.61
J. SERVICE TO OTHER MISSION PROGRAMS	:		4.00	1.50	0.15
***** TOTALS *****			99.97	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 73
FROM TERRIT : 552

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2