

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : ALGIERS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	818	28.33	37.50	1.60
FROM TERRITORIES :	130	3.33	11.50	0.33
B.VISITS TO CLIENTS IN TERRITORY :	65	6.00	15.50	0.49
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	1.00	0.00	0.03
MISSIONS :	3	14.33	7.50	0.58
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	35	1.66	7.50	0.20
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.00	0.50	0.07
POST INITIATED :	24	8.00	1.00	0.26
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
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 :		10.33	0.00	0.31
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	7	1.00	2.50	0.08
OTHER DEPARTMENT :	2	2.00	1.00	0.08
PROVINCES/MUNICIPALITIES :	4	1.00	0.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.33	0.00	0.22
LEAVE, PROFESSIONAL DEVELOP :		10.00	13.00	0.56
K.SERVICE TO OTHER MISSION PROGRAMS :		3.66	2.50	0.16
***** TOTALS *****		99.97	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 68  
FROM TERRIT : 56

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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