

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : RIYADH

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	346	16.25	18.33	1.20
FROM TERRITORIES :	475	14.25	28.33	1.42
B. VISITS TO CLIENTS IN TERRITORY :	307	11.50	30.66	1.38
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	2.50	3.33	0.20
MISSIONS :	10	22.50	6.66	1.10
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	6	3.75	0.00	0.15
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	5	2.25	0.00	0.09
POST INITIATED :	27	8.00	0.00	0.32
E. COMMUNICATIONS ACTIVITIES :	4	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 :		3.75	3.33	0.25
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	2.25	0.33	0.10
OTHER DEPARTMENT :	5	0.00	0.66	0.02
PROVINCES/MUNICIPALITIES :	4	0.50	0.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.75	1.66	0.40
LEAVE, PROFESSIONAL DEVELOP :		3.75	0.00	0.15
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	6.66	0.20
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	15
	FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	51
	FROM TERRIT :	59
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		15
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	3