

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

REGION : AFRICA MIDDLE-EAST

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	2506	16.06	23.58	6.42
FROM TERRITORIES	3008	11.66	21.41	5.39
B. VISITS TO CLIENTS IN TERRITORY	1743	12.73	19.58	5.24
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	17	6.13	6.52	2.03
MISSIONS	35	13.33	9.11	3.55
CONFERENCE SEMINARS	11	0.26	1.58	0.31
OTHER	30	0.73	0.94	0.27
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	35	1.93	2.47	0.71
POST INITIATED	82	4.00	1.76	0.90
E. COMMUNICATIONS ACTIVITIES	134	1.26	1.05	0.37
F. INVESTMENT ENQUIRIES				
FROM CANADA	28	0.66	0.41	0.17
FROM TERRITORIES	94	1.13	0.82	0.31
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	10	0.20	0.58	0.13
CONNECTIONS ARRANGED	27	0.00	1.47	0.25
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		2.20	0.41	0.40
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	27	0.40	0.17	0.09
HOST GOVERNMENT	76	0.93	1.29	0.36
OTHER DEPARTMENT	50	1.66	1.35	0.48
PROVINCES/MUNICIPALITIES	23	0.93	1.05	0.32
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		4.13	0.23	0.66
LEAVE, PROFESSIONAL DEVELOP		10.46	2.64	2.02
K. SERVICE TO OTHER MISSION PROGRAMS		9.13	1.47	1.62
L. TOURISM PROGRAM ACTIVITIES		0.00	0.00	0.00
***** TOTALS *****		99.92	99.89	32.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	121
	FROM TERRIT	181
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	635
	FROM TERRIT	814

NUMBER OF PEMD APPLICATIONS COMMENTED ON		59
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	15
	-LOCALLY ENGAGED	17