

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/03/25

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : RIYADH

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	232	15.00	16.33	1.09
FROM TERRITORIES :	421	15.25	16.66	1.11
B.VISITS TO CLIENTS IN TERRITORY :	286	6.50	25.00	1.01
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	1.75	8.66	0.33
MISSIONS :	2	6.25	5.33	0.41
CONFERENCE SEMINARS :	2	0.25	0.00	0.01
OTHER :	3	2.75	0.00	0.11
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	0.25	3.66	0.12
POST INITIATED :	23	1.50	4.66	0.20
E.COMMUNICATIONS ACTIVITIES :	22	6.25	0.00	0.25
F.INVESTMENT ENQUIRIES				
FROM CANADA :	4	0.00	0.33	0.01
FROM TERRITORIES :	51	1.25	3.00	0.14
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.75	0.00	0.07
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	15	2.50	0.00	0.10
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	10	2.50	0.00	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.50	0.00	0.22
LEAVE, PROFESSIONAL DEVELOP :		11.00	0.00	0.44
K.SERVICE TO OTHER MISSION PROGRAMS :		19.75	16.33	1.28
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.96	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 38
FROM TERRIT : 241

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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