

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : CAIRO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	252	5.00	25.66	0.82
FROM TERRITORIES :	280	5.00	22.00	0.71
B. VISITS TO CLIENTS IN TERRITORY :	220	10.00	26.66	0.90
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	5.00	3.33	0.15
MISSIONS :	2	5.00	0.00	0.05
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	5	10.00	3.33	0.20
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	3.00	1.33	0.07
POST INITIATED :	3	3.00	1.66	0.08
E. COMMUNICATIONS ACTIVITIES :	3	2.00	0.66	0.04
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	1.00	0.00	0.01
FROM TERRITORIES :	5	1.00	3.00	0.10
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 :		0.00	0.66	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.00	1.33	0.05
HOST GOVERNMENT :	3	1.00	1.66	0.06
OTHER DEPARTMENT :	2	3.00	0.00	0.03
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	1.66	0.15
LEAVE, PROFESSIONAL DEVELOP :		30.00	7.00	0.51
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	2
	FROM TERRIT :	20
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	26
	FROM TERRIT :	50
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		2
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	3