

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : CAIRO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QT
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	245	10.00	30.00	1.00
FROM TERRITORIES :	1000	5.00	18.33	0.60
B.VISITS TO CLIENTS IN TERRITORY :	117	10.00	14.66	0.54
C.EXPORT/TRADE/POLICY FAIRS :	1	0.00	12.33	0.37
PROJECTS AND EVENTS MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	2	5.00	1.33	0.09
OTHER :	2	2.00	4.66	0.16
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	6	3.00	1.66	0.08
E.COMMUNICATIONS ACTIVITIES :	3	5.00	1.66	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	4	1.00	0.00	0.01
FROM TERRITORIES :	5	1.00	2.00	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.33	0.01
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	1.00	0.33	0.02
HOST GOVERNMENT :	2	2.00	0.00	0.02
OTHER DEPARTMENT :	3	4.00	0.33	0.05
PROVINCES/MUNICIPALITIES :	4	5.00	0.66	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		30.00	11.66	0.65
K.SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.00	0.06
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 :	1
FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	23
FROM TERRIT :	200

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	4
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	3