

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

90/06/20

SUB-REGION: MIDDLE EAST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	2802	15.42	22.00	5.24
FROM TERRITORIES :	3575	13.85	26.78	5.69
B. VISITS TO CLIENTS IN TERRITORY :	1257	12.92	16.35	4.10
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	18	3.28	7.21	1.47
MISSIONS :	42	7.14	5.42	1.76
CONFERENCE SEMINARS :	14	1.42	1.35	0.39
OTHER :	105	2.50	0.78	0.46
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	58	2.42	2.28	0.66
POST INITIATED :	71	6.14	1.85	1.12
E. COMMUNICATIONS ACTIVITIES :	129	1.35	0.14	0.21
F. INVESTMENT ENQUIRIES FROM CANADA :	79	0.50	0.21	0.10
FROM TERRITORIES :	483	2.71	1.28	0.56
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	64	0.50	2.00	0.35
CONNECTIONS ARRANGED :	27	0.07	0.92	0.14
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.50	0.14	0.09
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	46	1.07	0.71	0.25
HOST GOVERNMENT :	90	2.42	1.35	0.53
OTHER DEPARTMENT :	67	1.71	1.00	0.38
PROVINCES/MUNICIPALITIES :	58	1.28	0.92	0.31
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.14	1.07	1.29
LEAVE, PROFESSIONAL DEVELOP :		3.85	3.78	1.07
K. SERVICE TO OTHER MISSION PROGRAMS :		10.71	2.35	1.83
***** TOTALS *****		99.90	99.89	28.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 500
FROM TERRIT : 1065

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 86

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 14
- LOCALLY-ENGAGED : 14