

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

POST : RIYADH

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	215	13.33	18.33	0.95
FROM TERRITORIES :	471	20.00	25.00	1.35
B. VISITS TO CLIENTS IN TERRITORY :	169	13.33	23.33	1.10
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	11.66	15.00	0.80
MISSIONS :	2	11.66	8.33	0.60
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.66	0.00	0.05
POST INITIATED :	15	3.33	0.00	0.10
E. COMMUNICATIONS ACTIVITIES :	4	1.66	1.66	0.10
F. INVESTMENT ENQUIRIES				
FROM CANADA :	6	1.66	0.00	0.05
FROM TERRITORIES :	39	1.66	0.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	3.33	0.10
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.33	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	7	1.66	0.00	0.05
PROVINCES/MUNICIPALITIES :	2	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		3.33	5.00	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		1.66	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.93	99.98	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	14
	FROM TERRIT :	42
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	53
	FROM TERRIT :	67
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		2
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	3