

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : ALGIERS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	430	17.66	23.50	1.00
FROM TERRITORIES :	134	18.33	22.50	1.00
B. VISITS TO CLIENTS IN TERRITORY :	115	13.33	20.00	0.80
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	20.00	10.00	0.80
MISSIONS :	5	3.33	2.50	0.15
CONFERENCE SEMINARS :	4	1.66	3.00	0.11
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	3.33	0.00	0.10
POST INITIATED :	4	3.00	0.50	0.10
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.33	0.00	0.01
FROM TERRITORIES :	2	0.00	0.00	0.00
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'TN IN PROG-REL EVENTS OUTSIDE POST :		3.33	7.50	0.25
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	1.66	0.50	0.06
HOST GOVERNMENT :	1	1.33	0.00	0.04
OTHER DEPARTMENT :	3	1.33	0.50	0.05
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		6.33	9.50	0.38
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 33
FROM TERRIT : 62

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2