

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

REGION : AFRICA MIDDLE-EAST

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	2838	16.72	21.70	8.02
FROM TERRITORIES	2262	9.40	23.30	6.73
B. VISITS TO CLIENTS IN TERRITORY	1184	12.27	13.30	5.36
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	22	2.45	3.20	1.18
MISSIONS	32	3.81	4.35	1.71
CONFERENCE SEMINARS	13	0.54	1.05	0.33
OTHER	107	1.45	2.00	0.72
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	72	3.86	2.40	1.33
POST INITIATED	114	5.22	1.30	1.41
E. COMMUNICATIONS ACTIVITIES	34	0.54	0.40	0.20
F. INVESTMENT ENQUIRIES				
FROM CANADA	70	1.00	0.75	0.37
FROM TERRITORIES	161	1.72	1.25	0.63
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	58	0.45	2.50	0.60
CONNECTIONS ARRANGED	52	0.09	0.10	0.04
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		1.54	0.75	0.49
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	13	0.09	0.10	0.04
HOST GOVERNMENT	50	0.90	0.90	0.38
OTHER DEPARTMENT	136	2.77	2.70	1.15
PROVINCES/MUNICIPALITIES	80	1.77	1.20	0.63
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		10.81	0.85	2.55
LEAVE, PROFESSIONAL DEVELOP		14.40	12.45	5.66
K. SERVICE TO OTHER MISSION PROGRAMS		8.09	3.45	2.47
***** TOTALS *****		99.89	100.00	42.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 570  
FROM TERRIT : 848

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 89

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 22  
- LOCALLY-ENGAGED : 20