

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : RIYADH

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	432	21.66	26.66	1.45
FROM TERRITORIES :	468	21.66	28.33	1.50
B.VISITS TO CLIENTS IN TERRITORY :	201	11.66	23.33	1.05
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	3.33	1.66	0.15
MISSIONS :	5	6.66	5.00	0.35
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	3.33	0.00	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	3.33	0.00	0.10
POST INITIATED :	35	5.00	0.00	0.15
E.COMMUNICATIONS ACTIVITIES :	5	1.66	0.00	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA :	11	1.66	1.66	0.10
FROM TERRITORIES :	32	3.33	3.33	0.20
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.33	0.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	1.66	0.00	0.05
OTHER DEPARTMENT :	5	1.66	0.00	0.05
PROVINCES/MUNICIPALITIES :	5	1.66	0.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		6.66	10.00	0.50
K.SERVICE TO OTHER MISSION PROGRAMS :		1.66	0.00	0.05
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.91	99.97	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	6
FROM TERRIT :	63
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	59
FROM TERRIT :	113
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	3