

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : CAIRO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	571	6.00	25.00	0.81
FROM TERRITORIES :	876	5.00	20.00	0.65
B. VISITS TO CLIENTS IN TERRITORY :	204	13.00	14.33	0.56
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	3.00	7.66	0.26
MISSIONS :	6	15.00	9.33	0.43
CONFERENCE SEMINARS :	2	4.00	0.66	0.06
OTHER :	4	8.00	0.00	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	8.00	2.33	0.15
POST INITIATED :	4	8.00	0.33	0.09
E. COMMUNICATIONS ACTIVITIES :	3	3.00	0.00	0.03
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	1.00	0.00	0.01
FROM TERRITORIES :	6	1.00	2.33	0.08
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 :		0.00	4.33	0.13
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.00	1.66	0.06
HOST GOVERNMENT :	4	1.00	1.33	0.05
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	1	0.00	0.66	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	3.33	0.15
LEAVE, PROFESSIONAL DEVELOP :		8.00	6.66	0.28
K. SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.10
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00

***** TOTALS *****

100.00 99.94 4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	5
	FROM TERRIT :	5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	54
	FROM TERRIT :	151
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		2
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	3