

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : RIYADH

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 215	14.00	34.00	1.58
FROM TERRITORIES	: 324	14.00	30.00	1.46
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 175	19.00	11.00	1.09
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 1	1.00	5.00	0.19
MISSIONS	: 1	4.00	0.00	0.16
OTHER	: 31	5.00	6.00	0.38
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 4	4.00	0.00	0.16
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 7	3.00	7.00	0.33
FROM TERRITORIES	: 18	1.00	1.00	0.07
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 1	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 1	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	: 0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 10	6.00	0.00	0.24
FROM OTHER GOV'T SOURCES- CONTACTS	: 17	4.00	0.00	0.16
- REPORTS	: 4	1.00	0.00	0.04
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		4.00	0.00	0.16
LEAVE, PROFESSIONAL DEVELOP		17.00	6.00	0.86
J. SERVICE TO OTHER MISSION PROGRAMS		3.00	0.00	0.12
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 58
FROM TERRIT : 130

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 3