

TRADE TRACKING SYSTEM

02/10/84

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1984

REGION : AFRICA MIDDLE-EAST

AFRICA & MIDDLE EAST

	NUMBER	% OFFICER-TIME		TOTAL TIME
		CANADA	LOC-ENG.	
A. EXPORTS/TRADE/POLICY ENQUIRIES FROM CANADA :	4871	19.60	16.40	11.79
FROM TERRITORIES :	4871	9.84	24.48	8.69
B. VISITS TO CLIENTS IN TERRITORY :	3326	13.69	17.76	7.40
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS :				
FAIRS :	51	1.87	2.92	1.28
<u>GAT</u> MISSIONS <u>GMT</u> :	51	7.30	5.84	3.74
CONFERENCE SEMINARS :	10	2.33	1.00	0.96
OTHER :	335	2.80	2.35	1.10
D. COMMERCIAL* ECONOMIC HQ REQUESTED :				
ADDIS ABABA :		2.96	1.88	1.21
ALGIERS :		4.23	2.32	1.68
HARARE :		0.96	0.48	0.37
KINSHASA :				
LAGOSE FROM CANADA :		0.88	6.96	0.47
NAIROBI FROM TERRITORIES :	762	2.90	2.30	1.02
RABAT :				
TUNIS FROM CANADA :	138	0.42	0.69	0.28
*YACOUNDE CONNECTIONS ARRANGED :	49	0.15	0.72	0.22
E. PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		3.11	3.74	0.87
F. SERVICE REQUESTS FROM GOV'T SOURCES :				
HOC :	80	1.65	0.72	0.81
MOST GOVERNMENTS :	190	2.42	1.72	1.04
OTHER DEPARTMENT :	231	3.19	1.84	1.29
PROVINCES/MUNICIPALITIES :	150	1.38	0.96	0.60
G. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.57	0.60	1.05
LEAVE, PROFESSIONAL DEVELOP. :		8.85	5.12	3.54
H. * Quarterly reports for this post was not available :		4.07	3.32	1.39
**** TOTALS ****		89.91	103.60	51.82

NUMBER OF BUSINESS VISITORS FROM CANADA : 1089
FROM TERRITORY : 2043

NUMBER OF PENDING APPLICATIONS CONSIDERED ONLY : 90

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 36
- LOCALLY-EMPLOYED : 15