

22/08/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1993

POST : ALGIERS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	126	15.00	25.00	0.80
FROM TERRITORIES :	95	7.50	12.50	0.40
B. VISITS TO CLIENTS IN TERRITORY :	25	2.50	17.50	0.40
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	5.00	5.00	0.20
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	10.00	5.00	0.30
POST INITIATED :	4	10.00	5.00	0.30
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	4	2.50	10.00	0.25
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'T'N IN PROG-REL EVENTS OUTSIDE POST :		15.00	0.00	0.30
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	2.50	7.50	0.20
HOST GOVERNMENT :	15	5.00	5.00	0.20
OTHER DEPARTMENT :	17	5.00	5.00	0.20
PROVINCES/MUNICIPALITIES :	2	2.50	2.50	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		5.00	0.00	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		12.50	0.00	0.25
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	0
	FROM TERRIT :	23
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	45
	FROM TERRIT :	91
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		0
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2