

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

REGION : AFRICA MIDDLE-EAST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	2679	20.00	26.84	8.90
FROM TERRITORIES :	2701	11.57	22.36	6.45
B. VISITS TO CLIENTS IN TERRITORY :	1102	9.78	14.10	4.54
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	0.84	1.94	0.53
MISSIONS :	20	2.73	3.52	1.19
CONFERENCE SEMINARS :	5	0.21	0.10	0.06
OTHER :	20	1.10	0.52	0.31
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	45	2.21	1.26	0.66
POST INITIATED :	126	5.31	5.21	2.00
E. COMMUNICATIONS ACTIVITIES :	135	1.57	0.26	0.35
F. INVESTMENT ENQUIRIES				
FROM CANADA :	31	0.63	0.36	0.19
FROM TERRITORIES :	92	1.36	1.21	0.49
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	28	0.26	1.36	0.31
CONNECTIONS ARRANGED :	11	0.00	0.57	0.11
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.78	0.00	0.34
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	107	0.52	1.52	0.39
HOST GOVERNMENT :	129	1.36	2.31	0.70
OTHER DEPARTMENT :	175	2.52	1.78	0.82
PROVINCES/MUNICIPALITIES :	41	0.68	1.78	0.47
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		6.47	0.36	1.30
LEAVE, PROFESSIONAL DEVELOP :		14.15	9.10	4.42
K. SERVICE TO OTHER MISSION PROGRAMS :		14.84	3.42	3.47
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.89	99.88	38.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 480
FROM TERRIT : 1227

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 66

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 19
- LOCALLY-ENGAGED : 19