

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : CAIRO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	223	17.50	30.00	0.95
FROM TERRITORIES :	251	15.00	33.50	0.97
B. VISITS TO CLIENTS IN TERRITORY :	216	11.50	20.00	0.63
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	5.00	0.00	0.10
MISSIONS :	1	1.50	2.00	0.07
CONFERENCE SEMINARS :	2	1.00	0.00	0.02
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	7.50	5.00	0.25
POST INITIATED :	5	5.00	0.50	0.11
E. COMMUNICATIONS ACTIVITIES :	2	5.00	1.00	0.12
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.50	0.00	0.01
FROM TERRITORIES :	6	1.00	0.50	0.03
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	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.00	0.00	0.02
HOST GOVERNMENT :	8	1.00	1.50	0.05
OTHER DEPARTMENT :	5	5.00	0.50	0.11
PROVINCES/MUNICIPALITIES :	6	2.50	0.50	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	1.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		5.00	2.50	0.15
K. SERVICE TO OTHER MISSION PROGRAMS :		10.00	1.50	0.23
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 33
FROM TERRIT : 286

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 2