

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : CAIRO

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA	61	18.33	23.00	1.01
	FROM TERRITORIES	41	14.33	45.00	1.33
B. VISITS TO CLIENTS IN TERRITORY	VISITS	64	9.66	6.50	0.42
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS	1	1.66	0.00	0.05
	MISSIONS	3	4.00	0.00	0.12
	OTHER	1	1.66	0.00	0.05
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED		13	11.00	0.00	0.33
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA	1	0.33	0.00	0.01
	FROM TERRITORIES	10	2.33	2.00	0.11
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA		0	0.00	0.00	0.00
	CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA		0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS		1	1.66	0.00	0.05
	FROM OTHER GOV'T SOURCES- CONTACTS	13	3.66	4.50	0.20
	- REPORTS	1	0.00	4.00	0.08
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.			9.00	0.00	0.27
	LEAVE, PROFESSIONAL DEVELOP		18.00	5.00	0.64
J. SERVICE TO OTHER MISSION PROGRAMS			4.33	10.00	0.33
***** TOTALS *****			99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 58
FROM TERRIT : 372

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2