

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : ALGIERS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	843	37.00	45.00	2.01
FROM TERRITORIES :	111	6.33	14.00	0.47
B. VISITS TO CLIENTS IN TERRITORY :	71	6.33	15.00	0.49
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	4.66	0.00	0.14
MISSIONS :	5	4.66	1.00	0.16
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	72	2.33	9.00	0.25
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.33	0.00	0.01
POST INITIATED :	12	3.00	0.00	0.09
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.00	0.00	0.03
HOST GOVERNMENT :	5	1.00	0.00	0.03
OTHER DEPARTMENT :	8	6.00	0.00	0.18
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.66	0.00	0.32
LEAVE, PROFESSIONAL DEVELOP :		14.33	16.00	0.75
K. SERVICE TO OTHER MISSION PROGRAMS :		2.33	0.00	0.07
***** TOTALS *****		99.96	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 67
FROM TERRIT : 86

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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