

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/10/05

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : KUWAIT

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	570	5.00	18.00	0.51
FROM TERRITORIES :	798	5.00	12.00	0.39
B. VISITS TO CLIENTS IN TERRITORY :	560	10.00	13.00	0.56
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	5.00	10.00	0.35
MISSIONS :	20	15.00	15.00	0.75
CONFERENCE SEMINARS :	13	15.00	5.00	0.55
OTHER :	86	3.00	3.00	0.15
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.00	1.00	0.08
POST INITIATED :	31	5.00	0.00	0.15
E. COMMUNICATIONS ACTIVITIES :	50	3.00	2.00	0.13
F. INVESTMENT ENQUIRIES				
FROM CANADA :	47	3.00	4.00	0.17
FROM TERRITORIES :	612	10.00	5.00	0.40
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 :	25	2.00	2.00	0.10
HOST GOVERNMENT :	35	3.00	5.00	0.19
OTHER DEPARTMENT :	89	2.00	3.00	0.12
PROVINCES/MUNICIPALITIES :	93	6.00	2.00	0.22
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.00	0.00	0.09
LEAVE, PROFESSIONAL DEVELOP :		1.00	0.00	0.03
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.06
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 196
FROM TERRIT : 455

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 17

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