

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : CAIRO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	283	16.00	20.00	0.72
FROM TERRITORIES :	300	20.00	22.50	0.85
B. VISITS TO CLIENTS IN TERRITORY :	115	8.00	9.00	0.34
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	0.00	4.00	0.08
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	5	5.00	1.00	0.12
POST INITIATED :	7	10.00	1.50	0.23
E. COMMUNICATIONS ACTIVITIES :	1	0.00	3.00	0.06
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	2.00	0.00	0.04
FROM TERRITORIES :	18	10.00	5.50	0.31
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. PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	8.50	0.17
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	1.50	0.03
HOST GOVERNMENT :	16	0.00	6.00	0.12
OTHER DEPARTMENT :	27	2.00	6.50	0.17
PROVINCES/MUNICIPALITIES :	2	0.00	2.00	0.04
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		25.00	8.00	0.66
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	1.00	0.06
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 64
FROM TERRIT : 135

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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