

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

91/03/25

REGION : AFRICA MIDDLE-EAST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 2225	17.50	26.11	7.24
FROM TERRITORIES	: 2408	11.31	25.17	6.09
B.VISITS TO CLIENTS IN TERRITORY	: 1182	11.12	16.23	4.54
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 12	2.00	2.82	0.80
MISSIONS	: 13	4.00	2.47	1.06
CONFERENCE SEMINARS	: 19	0.68	0.76	0.24
OTHER	: 4	0.68	0.17	0.14
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 45	2.62	2.82	0.90
POST INITIATED	: 107	5.75	4.05	1.61
E.COMMUNICATIONS ACTIVITIES	: 129	2.75	0.52	0.53
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 34	0.68	0.70	0.23
FROM TERRITORIES	: 101	1.31	1.52	0.47
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 22	0.31	1.52	0.31
CONNECTIONS ARRANGED	: 16	0.00	0.64	0.11
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 0.43	0.23		0.11
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 102	1.06	0.94	0.33
HOST GOVERNMENT	: 170	2.50	2.76	0.87
OTHER DEPARTMENT	: 164	1.87	1.76	0.60
PROVINCES/MUNICIPALITIES	: 57	2.00	1.05	0.50
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 6.68	0.58		1.17
LEAVE, PROFESSIONAL DEVELOP	: 7.37	1.64		1.46
K.SERVICE TO OTHER MISSION PROGRAMS	: 17.31	5.11		3.64
L.TOURISM PROGRAM ACTIVITIES	: 0.00	0.29		0.05
***** TOTALS *****		99.93	99.86	33.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 469
FROM TERRIT : 1154

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 39

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 16
- LOCALLY-ENGAGED : 17