

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : CAIRO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	705	5.00	13.33	0.45
FROM TERRITORIES :	760	5.00	15.33	0.51
B. VISITS TO CLIENTS IN TERRITORY :	185	5.00	21.33	0.69
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	5.00	0.00	0.05
MISSIONS :	3	19.00	27.33	1.01
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	4	1.00	1.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	5.00	2.33	0.12
POST INITIATED :	7	5.00	2.66	0.13
E. COMMUNICATIONS ACTIVITIES :	3	2.00	0.33	0.03
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	2.00	0.00	0.02
FROM TERRITORIES :	5	2.00	0.66	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	1.00	1.00	0.04
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		25.00	0.00	0.25
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	2.00	3.00	0.11
HOST GOVERNMENT :	2	1.00	1.66	0.06
OTHER DEPARTMENT :	3	1.00	3.00	0.10
PROVINCES/MUNICIPALITIES :	5	2.00	1.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	1.00	0.11
LEAVE, PROFESSIONAL DEVELOP :		0.00	5.00	0.15
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.04
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.96	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 4

FROM TERRIT : 10

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 63

FROM TERRIT : 285

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 7

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 3