

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

SUB-REGION: MIDDLE EAST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1269	15.70	24.50	4.02
FROM TERRITORIES :	1740	9.80	17.40	2.72
B. VISITS TO CLIENTS IN TERRITORY :	528	6.40	11.20	1.76
C. EXPORT/TRADE/POLICY FAIRS :	3	1.40	3.50	0.49
PROJECTS AND EVENTS MISSIONS :	11	2.50	4.40	0.69
CONFERENCE SEMINARS :	2	0.00	0.20	0.02
OTHER :	14	1.90	0.90	0.28
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	23	2.00	1.20	0.32
POST INITIATED :	95	5.40	4.80	1.02
E. COMMUNICATIONS ACTIVITIES :	129	1.80	0.10	0.19
F. INVESTMENT ENQUIRIES FROM CANADA :	17	0.60	0.20	0.08
FROM TERRITORIES :	74	1.90	2.00	0.39
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	28	0.50	2.60	0.31
CONNECTIONS ARRANGED :	11	0.00	1.10	0.11
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.70	0.00	0.27
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	78	0.10	1.40	0.15
HOST GOVERNMENT :	84	1.50	2.50	0.40
OTHER DEPARTMENT :	100	2.50	1.70	0.42
PROVINCES/MUNICIPALITIES :	18	0.40	2.50	0.29
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.60	0.50	0.61
LEAVE, PROFESSIONAL DEVELOP :		16.00	12.60	2.86
K. SERVICE TO OTHER MISSION PROGRAMS :		21.30	4.70	2.60
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	20.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 271
FROM TERRIT : 704

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 32

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 10
- LOCALLY-ENGAGED : 10