

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

REGION : AFRICA MIDDLE-EAST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	4369	22.08	25.81	10.76
FROM TERRITORIES :	3445	10.95	21.86	7.33
B.VISITS TO CLIENTS IN TERRITORY :	1871	11.82	15.09	6.04
C.EXPORT/TRADE/POLICY FAIRS :	23	2.43	2.59	1.13
PROJECTS AND EVENTS MISSIONS :	62	9.26	8.22	3.94
CONFERENCE SEMINARS :	21	1.39	0.95	0.53
OTHER :	127	1.86	1.45	0.75
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	99	3.34	2.00	1.21
POST INITIATED :	183	4.69	2.68	1.67
E.COMMUNICATIONS ACTIVITIES :	78	0.82	0.18	0.23
F.INVESTMENT ENQUIRIES FROM CANADA :	113	0.73	0.81	0.35
FROM TERRITORIES :	546	1.52	1.95	0.78
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	52	0.43	1.36	0.40
CONNECTIONS ARRANGED :	29	0.00	0.45	0.10
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.17	1.81	1.13
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	28	1.30	0.36	0.38
HOST GOVERNMENT :	86	1.69	1.09	0.63
OTHER DEPARTMENT :	146	3.52	2.90	1.45
PROVINCES/MUNICIPALITIES :	80	2.13	1.81	0.89
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.17	0.04	1.89
LEAVE, PROFESSIONAL DEVELOP :		5.73	4.81	2.38
K.SERVICE TO OTHER MISSION PROGRAMS :		2.86	1.68	1.03
***** TOTALS *****		99.89	99.90	45.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 977
FROM TERRIT : 1690

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 90

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 23
- LOCALLY-ENGAGED : 22