

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : TEHRAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	164	10.00	40.00	0.60
FROM TERRITORIES :	371	5.00	35.00	0.45
B.VISITS TO CLIENTS IN TERRITORY :	121	20.00	15.00	0.55
C.EXPORT/TRADE/POLICY FAIRS :	1	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	9	10.00	10.00	0.30
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	19	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.00	0.00	0.00
POST INITIATED :	16	5.00	0.00	0.10
E.COMMUNICATIONS ACTIVITIES :	1	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
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	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	11	2.50	0.00	0.05
HOST GOVERNMENT :	19	5.00	0.00	0.10
OTHER DEPARTMENT :	3	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	10	2.50	0.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		2.50	0.00	0.05
K.SERVICE TO OTHER MISSION PROGRAMS :		32.50	0.00	0.65
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 55  
FROM TERRIT : 49

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 1