

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : CAIRO

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|---|--------|--------------------------|---------|--------------------------|
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 322 | 20.50 | 14.00 | 0.69 |
| FROM TERRITORIES : | 466 | 18.00 | 30.00 | 0.96 |
| B. VISITS TO CLIENTS IN TERRITORY : | 228 | 20.00 | 30.00 | 1.00 |
| C. EXPORT/TRADE/POLICY FAIRS : | 0 | 0.00 | 0.00 | 0.00 |
| PROJECTS AND EVENTS MISSIONS : | 1 | 5.00 | 3.50 | 0.17 |
| CONFERENCE SEMINARS : | 0 | 0.00 | 0.00 | 0.00 |
| OTHER : | 0 | 0.00 | 0.00 | 0.00 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 6 | 4.00 | 2.00 | 0.12 |
| POST INITIATED : | 25 | 11.00 | 3.00 | 0.28 |
| E. COMMUNICATIONS ACTIVITIES : | 0 | 0.00 | 0.00 | 0.00 |
| F. INVESTMENT ENQUIRIES FROM CANADA : | 0 | 0.00 | 0.00 | 0.00 |
| FROM TERRITORIES : | 15 | 3.50 | 2.50 | 0.12 |
| 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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST : | | 0.00 | 3.00 | 0.06 |
| I. SERVICE REQUESTS FM GOV'T SOURCES NGO : | 0 | 0.00 | 0.00 | 0.00 |
| HOST GOVERNMENT : | 33 | 4.00 | 4.50 | 0.17 |
| OTHER DEPARTMENT : | 25 | 2.00 | 4.00 | 0.12 |
| PROVINCES/MUNICIPALITIES : | 0 | 0.00 | 0.00 | 0.00 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. : | | 6.00 | 1.50 | 0.15 |
| LEAVE, PROFESSIONAL DEVELOP : | | 1.00 | 2.00 | 0.06 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 5.00 | 0.00 | 0.10 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 4.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 45
FROM TERRIT : 285

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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