

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : ALGIERS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 180	15.00	30.00	0.75
FROM TERRITORIES	: 130	5.00	15.00	0.35
B.VISITS TO CLIENTS IN TERRITORY	: 30	5.00	10.00	0.25
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 1	0.00	0.00	0.00
CONFERENCE SEMINARS	: 0	0.00	0.00	0.00
OTHER	: 0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 1	10.00	7.50	0.25
POST INITIATED	: 3	5.00	2.50	0.10
E.COMMUNICATIONS ACTIVITIES	: 0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 0	0.00	0.00	0.00
FROM TERRITORIES	: 6	0.00	5.00	0.10
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	: 10.00	10.00	10.00	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 2	5.00	0.00	0.05
HOST GOVERNMENT	: 32	10.00	5.00	0.20
OTHER DEPARTMENT	: 19	5.00	5.00	0.15
PROVINCES/MUNICIPALITIES	: 0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 5.00	5.00	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP	: 15.00	15.00	10.00	0.35
K.SERVICE TO OTHER MISSION PROGRAMS	: 10.00	10.00	0.00	0.10
L.TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 0
	FROM TERRIT	: 30
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 16
	FROM TERRIT	: 69
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 1
NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED	: 1
	- LOCALLY ENGAGED	: 2