

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SCHEDULE ACTIVITY REPORT FOR QUARTER 1 OF FISCAL YEAR 1991

REGION : AFRICA MIDDLE-EAST

AFRICA MIDDLE EAST

			OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA :	3313	73.64	28.54	10.98
	FROM TERRITORIES :	2811	12.61	21.18	7.32
B. VISITS TO CLIENTS IN TERRITORY		1497	12.95	20.36	7.25
GBT					
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	TRIPS :	11	1.19	1.68	0.67
	MISSIONS :	38	6.55	6.90	2.99
	CONFERENCE SEMINARS :	12	0.94	0.65	0.52
	OTHER :	26	1.94	1.00	0.44
D. COMMERCIAL & ECONOMIC REPORTS	REQ	48	1.98	1.32	0.67
	POST	85	2.33	1.86	1.09
E. COMMUNICATIONS ACTIVITIES		147	1.33	0.23	0.33
F. INVESTMENT ENQUIRIES		12	0.90	0.43	0.24
G. TECHNOLOGY INFLOW PROGRAM	CONNECTIONS	15	0.00	0.45	0.22
H. PARTICIPATION IN PROG-REL EVENTS OUTSIDE			3.00	0.81	1.47
I. SERVICE REQUESTS IN GOV'T SOURCES		47	1.00	1.04	0.44
	HOST COUNTRIES	210	2.38	1.43	1.02
	OTHER	96	1.80	2.40	2.71
	PROVINCES/TERRITORIES	86	1.47	0.72	0.47
J. ADMINISTRATION: PROGRAM MANAGEMENT, LEAVE, PROFESSIONAL DEVELOPMENT			7.00	1.81	2.47
			7.04	1.22	1.57
K. SERVICE TO OTHER MISSIO			10.21	1.95	1.37
L. TOURISM PROGRAM ACTIVITIES			0.00	0.00	0.00
***** TOTALS *****			95.89	55.88	25.88

* Quarterly reports for these posts were not available.

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	444
	FROM TERRIT :	681
NUMBER OF PENDING APPLICATIONS COMMENTED ON		35
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	21
	-LOCALLY ENGAGED :	12