

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : CAIRO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	268	10.00	18.50	0.47
FROM TERRITORIES :	746	10.00	18.50	0.47
B.VISITS TO CLIENTS IN TERRITORY :	169	10.00	18.00	0.46
C.EXPORT/TRADE/POLICY FAIRS :	2	5.00	9.00	0.23
PROJECTS AND EVENTS MISSIONS :	3	5.00	2.00	0.09
CONFERENCE SEMINARS :	2	5.00	2.00	0.09
OTHER :	5	5.00	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	8.00	1.00	0.10
POST INITIATED :	3	4.00	2.00	0.08
E.COMMUNICATIONS ACTIVITIES :	1	2.00	0.50	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	5	2.00	0.50	0.03
FROM TERRITORIES :	10	2.00	2.50	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	1.00	0.00	0.01
CONNECTIONS ARRANGED :	4	0.00	2.00	0.04
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	2.00	2.50	0.07
HOST GOVERNMENT :	3	2.00	2.00	0.06
OTHER DEPARTMENT :	4	3.00	4.00	0.11
PROVINCES/MUNICIPALITIES :	4	3.00	2.00	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		6.00	11.00	0.28
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	2.00	0.09
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	8
FROM TERRIT :	6
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	36
FROM TERRIT :	230
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2