

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

SUB-REGION: MIDDLE EAST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1077	12.10	17.90	3.00
FROM TERRITORIES :	1567	10.90	19.10	3.00
B. VISITS TO CLIENTS IN TERRITORY :	458	10.20	11.80	2.20
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	0.90	7.10	0.80
MISSIONS :	8	3.40	0.40	0.38
CONFERENCE SEMINARS :	2	0.10	0.00	0.01
OTHER :	2	0.00	0.40	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	35	2.40	5.00	0.74
POST INITIATED :	85	6.70	1.40	0.81
E. COMMUNICATIONS ACTIVITIES :	119	1.60	0.20	0.18
F. INVESTMENT ENQUIRIES FROM CANADA :	12	0.30	0.30	0.06
FROM TERRITORIES :	683	1.90	1.40	0.33
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	1.00	0.10
CONNECTIONS ARRANGED :	3	0.00	0.20	0.02
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.70	0.40	0.21
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	67	2.60	0.80	0.34
HOST GOVERNMENT :	169	1.40	1.50	0.29
OTHER DEPARTMENT :	56	2.20	3.10	0.53
PROVINCES/MUNICIPALITIES :	8	0.20	0.40	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		4.20	1.30	0.55
LEAVE, PROFESSIONAL DEVELOP :		9.60	19.30	2.89
K. SERVICE TO OTHER MISSION PROGRAMS :		27.60	7.00	3.46
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	20.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 138
FROM TERRIT : 522

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 10
- LOCALLY-ENGAGED : 10