

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

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

POST : CAIRO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	519	39.50	47.50	1.74
FROM TERRITORIES :	220	12.00	22.00	0.68
B. VISITS TO CLIENTS IN TERRITORY :	109	20.00	17.00	0.74
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	1.00	1.00	0.04
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	1.00	0.00	0.02
POST INITIATED :	5	5.00	3.00	0.16
E. COMMUNICATIONS ACTIVITIES :	1	1.00	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.50	0.00	0.01
FROM TERRITORIES :	5	0.50	0.50	0.02
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'TN IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.04
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.50	0.50	0.02
HOST GOVERNMENT :	2	1.50	0.50	0.04
OTHER DEPARTMENT :	2	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	1.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		6.00	5.50	0.23
K. SERVICE TO OTHER MISSION PROGRAMS :		2.50	1.50	0.08
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	2
	FROM TERRIT :	16
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	19
	FROM TERRIT :	147
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	12
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2