

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : RIYADH

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	406	16.75	21.66	1.32
FROM TERRITORIES :	439	24.25	20.00	1.57
B.VISITS TO CLIENTS IN TERRITORY :	144	11.25	14.00	0.87
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	8.75	2.33	0.42
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	1	2.50	3.33	0.20
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	3.25	3.33	0.23
POST INITIATED :	5	4.50	0.00	0.18
E.COMMUNICATIONS ACTIVITIES :	2	1.75	0.00	0.07
F.INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.00	0.00	0.00
FROM TERRITORIES :	4	0.00	0.00	0.00
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 :		1.25	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	10	0.50	0.00	0.02
OTHER DEPARTMENT :	4	0.75	0.00	0.03
PROVINCES/MUNICIPALITIES :	3	0.50	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		20.25	22.00	1.47
K.SERVICE TO OTHER MISSION PROGRAMS :		3.75	0.00	0.15
L.TOURISM PROGRAM ACTIVITIES :		0.00	13.33	0.40
***** TOTALS *****		100.00	99.98	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	4
	FROM TERRIT :	32
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	18
	FROM TERRIT :	100
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		2
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	3