

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : RIYADH

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1344	20.00	15.66	1.27
FROM TERRITORIES :	1623	19.25	23.00	1.46
B.VISITS TO CLIENTS IN TERRITORY :	335	7.00	15.66	0.75
C.EXPORT/TRADE/POLICY FAIRS :	12	4.00	18.66	0.72
PROJECTS AND EVENTS MISSIONS :	6	5.75	5.66	0.40
CONFERENCE SEMINARS :	2	1.75	5.66	0.24
OTHER :	38	6.25	0.66	0.27
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	18	3.00	1.66	0.17
POST INITIATED :	8	5.50	0.00	0.22
E.COMMUNICATIONS ACTIVITIES :	52	3.50	0.00	0.14
F.INVESTMENT ENQUIRIES FROM CANADA :	4	0.25	0.00	0.01
FROM TERRITORIES :	104	1.25	2.00	0.11
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 :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	6	0.00	1.00	0.03
HOST GOVERNMENT :	24	1.75	2.00	0.13
OTHER DEPARTMENT :	16	2.00	0.66	0.10
PROVINCES/MUNICIPALITIES :	3	0.75	0.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	1.00	0.33
LEAVE, PROFESSIONAL DEVELOP :		9.25	0.00	0.37
K.SERVICE TO OTHER MISSION PROGRAMS :		1.25	6.66	0.25
***** TOTALS *****		100.00	99.94	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 99  
FROM TERRIT : 286

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 39

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4  
- LOCALLY-ENGAGED : 3