

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/03/25

FOR QUARTER 3 OF FISCAL YEAR 1990

SUB-REGION: MIDDLE EAST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 1154	14.70	22.90	3.76
FROM TERRITORIES	: 1590	11.40	20.70	3.21
B.VISITS TO CLIENTS IN TERRITORY	: 803	9.40	16.10	2.55
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS	: 6	2.90	4.30	0.72
MISSIONS	: 5	3.30	3.20	0.65
CONFERENCE SEMINARS	: 12	0.50	0.90	0.14
OTHER	: 3	1.10	0.10	0.12
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 35	3.30	3.20	0.65
POST INITIATED	: 74	4.60	3.30	0.79
E.COMMUNICATIONS ACTIVITIES	: 123	3.70	0.40	0.41
F.INVESTMENT ENQUIRIES FROM CANADA	: 20	0.60	0.40	0.10
FROM TERRITORIES	: 91	1.80	2.20	0.40
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 22	0.50	2.60	0.31
CONNECTIONS ARRANGED	: 16	0.00	1.10	0.11
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 0	0.70	0.40	0.11
I.SERVICE REQUESTS FM GOV'T SOURCES NGO	: 87	1.30	0.50	0.18
HOST GOVERNMENT	: 123	2.60	3.30	0.59
OTHER DEPARTMENT	: 119	1.80	1.70	0.35
PROVINCES/MUNICIPALITIES	: 32	1.60	1.30	0.29
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 0	5.50	0.70	0.62
LEAVE, PROFESSIONAL DEVELOP	: 0	6.00	2.50	0.85
K.SERVICE TO OTHER MISSION PROGRAMS	: 0	22.70	7.70	3.04
L.TOURISM PROGRAM ACTIVITIES	: 0	0.00	0.50	0.05
***** TOTALS *****		100.00	100.00	20.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 247
FROM TERRIT : 758

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 26

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