

27/07/93

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : TEHRAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	631	15.00	35.00	0.80
FROM TERRITORIES :	293	6.66	30.00	0.50
B. VISITS TO CLIENTS IN TERRITORY :	75	6.66	10.00	0.30
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	2.00	0.02
MISSIONS :	1	1.66	5.00	0.10
CONFERENCE SEMINARS :	1	1.66	0.00	0.05
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	5.00	5.00	0.20
POST INITIATED :	7	10.00	0.00	0.30
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	6.66	0.00	0.20
HOST GOVERNMENT :	2	3.33	5.00	0.15
OTHER DEPARTMENT :	6	3.33	4.00	0.14
PROVINCES/MUNICIPALITIES :	2	3.33	4.00	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		18.33	0.00	0.55
LEAVE, PROFESSIONAL DEVELOP :		8.33	0.00	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.15
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	16
	FROM TERRIT :	32
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	33
	FROM TERRIT :	69

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	17
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	1