

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 : ALGIERS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	362	20.00	27.50	0.95
FROM TERRITORIES :	237	16.00	22.50	0.77
B.VISITS TO CLIENTS IN TERRITORY :	61	15.00	17.50	0.65
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	1	5.00	0.00	0.10
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	2.50	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	5.00	0.00	0.10
POST INITIATED :	2	2.50	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	5	1.50	0.00	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	3	2.50	0.00	0.05
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		15.00	12.50	0.55
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.00	2.50	0.05
HOST GOVERNMENT :	15	2.50	0.00	0.05
OTHER DEPARTMENT :	21	2.50	2.50	0.10
PROVINCES/MUNICIPALITIES :	4	2.50	0.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	15.00	0.30
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
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 :	32
FROM TERRIT :	22
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	145
FROM TERRIT :	47

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	2