

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

REGION : AFRICA MIDDLE-EAST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	3917	21.91	28.47	11.02
FROM TERRITORIES :	2897	10.60	24.23	7.53
B.VISITS TO CLIENTS IN TERRITORY :	1407	12.60	13.61	5.76
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	22	3.52	3.28	1.50
MISSIONS :	42	5.73	4.42	2.25
CONFERENCE SEMINARS :	19	0.21	1.14	0.29
OTHER :	216	3.17	2.14	1.18
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	41	1.78	1.19	0.66
POST INITIATED :	157	4.86	2.80	1.71
E.COMMUNICATIONS ACTIVITIES :	33	0.47	0.14	0.14
F.INVESTMENT ENQUIRIES				
FROM CANADA :	136	1.30	0.85	0.48
FROM TERRITORIES :	225	1.47	2.00	0.76
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	88	0.86	1.42	0.50
CONNECTIONS ARRANGED :	19	0.21	0.47	0.15
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		1.73	2.33	0.89
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	20	0.73	0.14	0.20
HOST GOVERNMENT :	81	1.95	0.85	0.63
OTHER DEPARTMENT :	208	3.43	1.66	1.14
PROVINCES/MUNICIPALITIES :	137	1.86	1.42	0.73
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.34	0.85	2.10
LEAVE, PROFESSIONAL DEVELOP :		8.34	3.90	2.74
K.SERVICE TO OTHER MISSION PROGRAMS :		4.60	2.57	1.60
***** TOTALS *****		99.67	99.88	43.96

NUMBER OF BUSINESS VISITORS FROM CANADA : 875  
FROM TERRIT : 1400

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 44

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 23  
- LOCALLY-ENGAGED : 21