

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : RIYADH

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	422	23.50	23.66	1.65
FROM TERRITORIES :	462	23.25	21.00	1.56
B.VISITS TO CLIENTS IN TERRITORY :	216	5.50	28.33	1.07
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.25	0.00	0.01
MISSIONS :	3	9.00	8.33	0.61
CONFERENCE SEMINARS :	2	0.25	0.00	0.01
OTHER :	3	3.25	0.00	0.13
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	1.75	0.00	0.07
POST INITIATED :	15	3.00	0.00	0.12
E.COMMUNICATIONS ACTIVITIES :	51	3.25	0.00	0.13
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	1.25	0.00	0.05
FROM TERRITORIES :	26	0.50	1.66	0.07
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 :	2	0.00	0.00	0.00
HOST GOVERNMENT :	16	1.25	0.00	0.05
OTHER DEPARTMENT :	4	0.50	0.00	0.02
PROVINCES/MUNICIPALITIES :	4	0.50	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.25	0.00	0.21
LEAVE, PROFESSIONAL DEVELOP :		13.25	10.33	0.84
K.SERVICE TO OTHER MISSION PROGRAMS :		4.50	6.66	0.38
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.97	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	26
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	67
	FROM TERRIT :	99

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	9
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	3