

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : RIYADH

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 516	16.25	30.00	1.55
FROM TERRITORIES	: 713	21.25	25.00	1.60
B.VISITS TO CLIENTS IN TERRITORY	: 145	12.00	8.33	0.73
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 3	1.50	0.00	0.06
MISSIONS	: 5	10.00	10.00	0.70
CONFERENCE SEMINARS	: 2	3.75	0.00	0.15
OTHER	: 2	1.25	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 7	0.75	3.00	0.12
POST INITIATED	: 5	0.50	2.00	0.08
E.COMMUNICATIONS ACTIVITIES	: 10	4.25	0.00	0.17
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 6	0.00	0.00	0.00
FROM TERRITORIES	: 14	1.25	0.00	0.05
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	: 5.75	5.00		0.38
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 25	1.25	0.33	0.06
HOST GOVERNMENT	: 18	1.25	0.66	0.07
OTHER DEPARTMENT	: 7	3.75	1.66	0.20
PROVINCES/MUNICIPALITIES	: 22	0.25	0.66	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 5.50	5.00		0.37
LEAVE, PROFESSIONAL DEVELOP	: 7.00	0.00		0.28
K.SERVICE TO OTHER MISSION PROGRAMS	: 2.50	3.33		0.20
L.TOURISM PROGRAM ACTIVITIES	: 0.00	5.00		0.15
***** TOTALS *****		100.00	99.97	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 25
	FROM TERRIT	: 72
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 65
	FROM TERRIT	: 264
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 4
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 4
	-LOCALLY ENGAGED	: 3