

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : RIYADH

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	772	17.00	16.00	1.16
FROM TERRITORIES :	1272	16.00	24.00	1.36
B. VISITS TO CLIENTS IN TERRITORY :	246	6.00	22.00	0.90
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	0.00	0.00	0.00
MISSIONS :	6	3.00	21.00	0.75
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	15	6.50	2.00	0.32
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	1.00	2.00	0.10
POST INITIATED :	29	13.50	2.00	0.60
E. COMMUNICATIONS ACTIVITIES :	24	1.00	0.00	0.04
F. INVESTMENT ENQUIRIES				
FROM CANADA :	15	3.00	0.00	0.12
FROM TERRITORIES :	7	1.00	0.00	0.04
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 :		8.00	0.00	0.32
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	0.00	0.00	0.00
HOST GOVERNMENT :	7	0.00	2.00	0.06
OTHER DEPARTMENT :	3	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	3	1.00	0.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	2.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		16.00	0.00	0.64
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	7.00	0.29
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 48
FROM TERRIT : 329

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 3