

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

REGION : AFRICA MIDDLE-EAST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 2376	18.40	21.50	7.98
FROM TERRITORIES	: 2495	11.65	23.50	7.03
B.VISITS TO CLIENTS IN TERRITORY	: 974	11.20	13.80	5.00
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 7	0.95	3.80	0.95
MISSIONS	: 20	5.05	0.95	1.20
CONFERENCE SEMINARS	: 4	0.25	0.00	0.05
OTHER	: 8	0.75	0.65	0.28
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 56	2.45	3.75	1.24
POST INITIATED	: 120	6.70	2.10	1.76
E.COMMUNICATIONS ACTIVITIES	: 125	1.40	0.10	0.30
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 22	0.75	0.45	0.24
FROM TERRITORIES	: 709	1.45	1.10	0.51
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 7	0.00	0.55	0.11
CONNECTIONS ARRANGED	: 14	0.00	0.25	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	:	2.85	1.95	0.96
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 108	1.65	1.20	0.57
HOST GOVERNMENT	: 209	1.60	1.45	0.61
OTHER DEPARTMENT	: 115	2.40	2.70	1.02
PROVINCES/MUNICIPALITIES	: 42	1.00	0.65	0.33
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.40	0.95	1.47
LEAVE, PROFESSIONAL DEVELOP :		5.70	14.25	3.99
K.SERVICE TO OTHER MISSION PROGRAMS	:	17.40	4.35	4.35
L.TOURISM PROGRAM ACTIVITIES	:	0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	40.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 406
FROM TERRIT : 1073

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 35

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 20
- LOCALLY-ENGAGED : 20