

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : RIYADH

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	181	16.00	14.00	1.06
FROM TERRITORIES :	303	14.00	35.00	1.61
B.VISITS TO CLIENTS IN TERRITORY :	216	14.00	14.00	0.98
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	0.00	0.00
MISSIONS :	7	6.00	0.00	0.24
CONFERENCE SEMINARS :	2	0.00	0.00	0.00
OTHER :	17	5.00	3.00	0.29
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	5.00	0.00	0.20
POST INITIATED :	33	8.00	0.00	0.32
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	8	1.00	0.00	0.04
FROM TERRITORIES :	20	1.00	2.00	0.10
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 :		6.00	5.00	0.39
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	0.00	1.00	0.03
OTHER DEPARTMENT :	15	3.00	0.00	0.12
PROVINCES/MUNICIPALITIES :	7	1.00	0.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	0.00	0.48
LEAVE, PROFESSIONAL DEVELOP :		8.00	26.00	1.10
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 12  
FROM TERRIT : 48

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

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