

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : KUWAIT

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	266	8.00	20.00	0.84
FROM TERRITORIES :	566	12.00	30.00	1.26
B.VISITS TO CLIENTS IN TERRITORY :	343	9.00	10.00	0.57
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	2	8.00	10.00	0.54
MISSIONS :	15	14.00	8.00	0.66
CONFERENCE SEMINARS :	5	3.00	0.00	0.09
OTHER :	47	3.00	3.00	0.18
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	3.00	3.00	0.18
POST INITIATED :	10	8.00	3.00	0.33
E.COMMUNICATIONS ACTIVITIES :	5	1.00	0.00	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	53	1.00	1.00	0.06
FROM TERRITORIES :	315	8.00	1.00	0.27
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 :	10	1.00	1.00	0.06
HOST GOVERNMENT :	3	1.00	1.00	0.06
OTHER DEPARTMENT :	10	2.00	2.00	0.12
PROVINCES/MUNICIPALITIES :	20	2.00	2.00	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	4.00	0.51
LEAVE, PROFESSIONAL DEVELOP :		2.00	0.00	0.06
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	1.00	0.06
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 93
FROM TERRIT : 117

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 22

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