

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : RIYADH

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	496	15.00	20.00	1.20
FROM TERRITORIES :	587	11.25	20.00	1.05
B.VISITS TO CLIENTS IN TERRITORY :	253	15.00	26.66	1.40
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	0.00	0.00
MISSIONS :	5	15.00	20.00	1.20
CONFERENCE SEMINARS :	1	2.50	0.00	0.10
OTHER :	2	2.50	0.00	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	5.00	1.66	0.25
POST INITIATED :	6	1.25	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	9	5.00	5.00	0.35
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	3.75	0.00	0.15
FROM TERRITORIES :	2	2.50	0.00	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.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	1.25	1.66	0.10
HOST GOVERNMENT :	11	3.75	5.00	0.30
OTHER DEPARTMENT :	12	3.75	0.00	0.15
PROVINCES/MUNICIPALITIES :	5	2.50	0.00	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.98	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	6
	FROM TERRIT :	18
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	103
	FROM TERRIT :	76
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		0
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	3