

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

POST : RIYADH

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	387	14.75	13.00	0.98
FROM TERRITORIES :	437	13.25	15.00	0.98
B. VISITS TO CLIENTS IN TERRITORY :	83	8.00	14.33	0.75
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	8.33	0.25
MISSIONS :	1	4.00	0.00	0.16
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	0.25	0.00	0.01
POST INITIATED :	49	6.75	0.66	0.29
E. COMMUNICATIONS ACTIVITIES :	9	1.25	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.00	0.00	0.00
FROM TERRITORIES :	9	1.25	1.66	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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		4.25	0.00	0.17
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	9	0.00	0.66	0.02
HOST GOVERNMENT :	5	0.00	0.33	0.01
OTHER DEPARTMENT :	1	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	1	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.25	3.66	0.24
LEAVE, PROFESSIONAL DEVELOP :		4.50	27.33	1.00
K. SERVICE TO OTHER MISSION PROGRAMS :		38.50	15.00	1.99
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.96	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 38
FROM TERRIT : 49

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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