

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : ATLANTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	358	19.16	23.75	2.10
FROM TERRITORIES :	480	14.66	22.75	1.79
B. VISITS TO CLIENTS IN TERRITORY :	90	8.83	8.50	0.87
C. EXPORT/TRADE/POLICY FAIRS :	19	14.83	14.00	1.45
PROJECTS AND EVENTS MISSIONS :	9	3.16	7.50	0.49
CONFERENCE SEMINARS :	179	1.16	5.50	0.29
OTHER :	1	0.16	0.00	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	17	3.66	2.00	0.30
POST INITIATED :	7	0.33	1.75	0.09
E. COMMUNICATIONS ACTIVITIES :	8	1.16	0.00	0.07
F. INVESTMENT ENQUIRIES FROM CANADA :	13	2.66	0.25	0.17
FROM TERRITORIES :	21	1.33	0.00	0.08
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	16	0.00	3.75	0.15
CONNECTIONS ARRANGED :	6	0.00	2.50	0.10
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.50	0.00	0.09
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	7	0.16	0.75	0.04
HOST GOVERNMENT :	7	1.83	0.25	0.12
OTHER DEPARTMENT :	6	0.00	0.75	0.03
PROVINCES/MUNICIPALITIES :	8	2.16	0.25	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		13.66	1.25	0.87
LEAVE, PROFESSIONAL DEVELOP :		7.16	4.50	0.61
K. SERVICE TO OTHER MISSION PROGRAMS :		0.83	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES :		1.50	0.00	0.09
***** TOTALS *****		99.90	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 28  
FROM TERRIT : 8

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 683  
FROM TERRIT : 250

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 41

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 6  
-LOCALLY ENGAGED : 4