

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	166	5.00	23.33	0.75
FROM TERRITORIES :	204	5.00	21.66	0.70
B. VISITS TO CLIENTS IN TERRITORY :	111	35.00	18.33	0.90
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	15.00	6.66	0.35
MISSIONS :	1	20.00	6.66	0.40
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	5.00	0.15
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	10.00	5.66	0.27
POST INITIATED :	1	5.00	1.00	0.08
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	3.00	0.66	0.05
FROM TERRITORIES :	15	2.00	2.66	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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.00	1.66	0.05
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		0.00	5.00	0.15
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	1.66	0.05
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 1

FROM TERRIT : 4

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 27

FROM TERRIT : 24

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 3