

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	176	2.00	18.00	0.20
FROM TERRITORIES :	152	0.00	15.00	0.15
B.VISITS TO CLIENTS IN TERRITORY :	53	4.00	30.00	0.34
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	0.00	10.00	0.10
MISSIONS :	4	2.00	20.00	0.22
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	10.00	3.00	0.13
POST INITIATED :	22	10.00	2.00	0.12
E.COMMUNICATIONS ACTIVITIES :	70	1.00	0.00	0.01
F.INVESTMENT ENQUIRIES FROM CANADA :	4	0.00	1.00	0.01
FROM TERRITORIES :	8	0.00	1.00	0.01
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 :		1.00	0.00	0.01
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	15	0.00	0.00	0.00
HOST GOVERNMENT :	45	0.00	0.00	0.00
OTHER DEPARTMENT :	15	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	40	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		60.00	0.00	0.60
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	35
FROM TERRIT :	60
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	65
FROM TERRIT :	103
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	12
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	1