

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	285	1.00	20.00	0.41
FROM TERRITORIES :	242	0.00	20.00	0.40
B.VISITS TO CLIENTS IN TERRITORY :	79	5.00	15.00	0.35
C.EXPORT/TRADE/POLICY FAIRS :	1	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	8	0.00	7.50	0.15
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	4	0.00	7.50	0.15
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	14	5.00	5.00	0.15
POST INITIATED :	16	5.00	7.50	0.20
E.COMMUNICATIONS ACTIVITIES :	5	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	7	0.00	2.00	0.04
FROM TERRITORIES :	60	0.00	3.00	0.06
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	0.00	0.50	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	12	0.00	1.00	0.02
HOST GOVERNMENT :	30	0.00	2.00	0.04
OTHER DEPARTMENT :	30	9.00	2.50	0.14
PROVINCES/MUNICIPALITIES :	25	0.00	1.50	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		20.00	0.00	0.20
K.SERVICE TO OTHER MISSION PROGRAMS :		40.00	5.00	0.50
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	15
FROM TERRIT :	20
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	64
FROM TERRIT :	60
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	2
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2