

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	168	3.00	22.50	0.48
FROM TERRITORIES :	181	3.00	22.50	0.48
B. VISITS TO CLIENTS IN TERRITORY :	123	2.00	12.50	0.27
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	5.00	0.10
MISSIONS :	5	2.00	7.50	0.17
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	2.50	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	5.00	7.50	0.20
POST INITIATED :	8	5.00	2.50	0.10
E. COMMUNICATIONS ACTIVITIES :	121	1.00	2.50	0.06
F. INVESTMENT ENQUIRIES FROM CANADA :	4	0.00	1.00	0.02
FROM TERRITORIES :	9	0.00	1.50	0.03
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	20	0.00	2.50	0.05
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.00	0.03
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	21	4.00	0.00	0.04
HOST GOVERNMENT :	43	1.00	0.00	0.01
OTHER DEPARTMENT :	26	2.00	2.50	0.07
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		9.00	0.00	0.09
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.50	0.05
K. SERVICE TO OTHER MISSION PROGRAMS :		60.00	5.00	0.70
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 :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	61
	FROM TERRIT :	70

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	9
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2