

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	548	13.66	15.66	1.76
FROM TERRITORIES	829	8.50	11.50	1.20
B. VISITS TO CLIENTS IN TERRITORY	160	9.83	6.33	0.97
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	20	13.83	16.83	1.84
MISSIONS	11	4.66	3.83	0.51
CONFERENCE SEMINARS	15	1.50	0.83	0.14
OTHER	27	3.50	0.00	0.21
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	5	1.00	0.00	0.06
POST INITIATED	33	0.50	1.66	0.13
E. COMMUNICATIONS ACTIVITIES	3	0.83	0.00	0.05
F. INVESTMENT ENQUIRIES FROM CANADA	13	0.16	0.16	0.02
FROM TERRITORIES	18	1.00	0.33	0.08
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	23	0.00	2.66	0.16
CONNECTIONS ARRANGED	9	0.00	1.66	0.10
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST		0.33	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	0	0.00	0.00	0.00
HOST GOVERNMENT	4	2.16	0.00	0.13
OTHER DEPARTMENT	12	0.00	1.00	0.06
PROVINCES/MUNICIPALITIES	53	0.00	2.00	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		19.00	0.00	1.14
LEAVE, PROFESSIONAL DEVELOP		16.33	2.16	1.11
K. SERVICE TO OTHER MISSION PROGRAMS		1.50	0.00	0.09
L. TOURISM PROGRAM ACTIVITIES		1.66	33.33	2.10
***** TOTALS *****		99.95	99.94	12.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 190  
FROM TERRIT : 794

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 71

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