

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 : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	269	13.50	23.75	1.76
FROM TERRITORIES :	459	11.16	16.00	1.31
B. VISITS TO CLIENTS IN TERRITORY :	143	13.33	4.50	0.98
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	20	14.66	24.75	1.87
MISSIONS :	6	2.16	11.25	0.58
CONFERENCE SEMINARS :	7	7.00	2.50	0.52
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	0.50	1.25	0.08
POST INITIATED :	6	0.83	1.25	0.10
E. COMMUNICATIONS ACTIVITIES :	2	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	18	0.83	0.75	0.08
FROM TERRITORIES :	34	3.83	0.50	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	17	0.00	7.25	0.29
CONNECTIONS ARRANGED :	17	0.00	1.00	0.04
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.30
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	11	0.33	0.00	0.02
HOST GOVERNMENT :	2	0.16	0.00	0.01
OTHER DEPARTMENT :	9	0.00	1.00	0.04
PROVINCES/MUNICIPALITIES :	7	0.66	0.50	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		17.50	0.00	1.05
LEAVE, PROFESSIONAL DEVELOP :		3.00	3.00	0.30
K. SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.75	0.06
L. TOURISM PROGRAM ACTIVITIES :		5.00	0.00	0.30
***** TOTALS *****		99.95	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	23
	FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	323
	FROM TERRIT :	178

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	61
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	6
	-LOCALLY ENGAGED :	4