

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	287	10.00	21.50	1.26
FROM TERRITORIES :	241	6.25	23.50	1.19
B.VISITS TO CLIENTS IN TERRITORY :	89	22.50	8.75	1.25
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	11	6.50	8.75	0.61
MISSIONS :	8	7.50	9.75	0.69
CONFERENCE SEMINARS :	5	0.75	1.25	0.08
OTHER :	6	0.00	4.50	0.18
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	3.75	0.00	0.15
POST INITIATED :	9	0.75	2.50	0.13
E.COMMUNICATIONS ACTIVITIES :	4	1.75	0.00	0.07
F.INVESTMENT ENQUIRIES FROM CANADA :	5	0.50	0.00	0.02
FROM TERRITORIES :	36	7.50	0.50	0.32
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	13	0.00	5.00	0.20
CONNECTIONS ARRANGED :	10	0.00	2.50	0.10
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	2.00	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	6	1.25	0.50	0.07
OTHER DEPARTMENT :	23	0.25	4.00	0.17
PROVINCES/MUNICIPALITIES :	19	1.25	2.50	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.25	0.00	0.85
LEAVE, PROFESSIONAL DEVELOP :		6.25	2.50	0.35
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.08
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 344  
FROM TERRIT : 440

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 58

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4  
- LOCALLY-ENGAGED : 4