

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	611	16.66	18.25	1.73
FROM TERRITORIES :	775	10.33	15.50	1.24
B.VISITS TO CLIENTS IN TERRITORY :	229	14.16	6.75	1.12
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	16	9.00	26.00	1.58
MISSIONS :	4	4.33	7.00	0.54
CONFERENCE SEMINARS :	11	1.33	6.75	0.35
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	2.00	0.00	0.12
POST INITIATED :	3	0.16	0.00	0.01
E.COMMUNICATIONS ACTIVITIES :	4	1.16	0.00	0.07
F.INVESTMENT ENQUIRIES FROM CANADA :	21	1.83	0.25	0.12
FROM TERRITORIES :	17	1.00	0.50	0.08
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	22	0.66	2.75	0.15
CONNECTIONS ARRANGED :	28	0.00	3.75	0.15
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		10.16	6.25	0.86
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.33	0.00	0.02
HOST GOVERNMENT :	10	0.83	0.00	0.05
OTHER DEPARTMENT :	10	1.16	1.00	0.11
PROVINCES/MUNICIPALITIES :	15	1.16	2.00	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.50	0.92
LEAVE, PROFESSIONAL DEVELOP :		4.33	2.75	0.37
K.SERVICE TO OTHER MISSION PROGRAMS :		1.83	0.00	0.11
L.TOURISM PROGRAM ACTIVITIES :		2.50	0.00	0.15
***** TOTALS *****		99.92	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 183
FROM TERRIT : 124

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 54

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 6
- LOCALLY-ENGAGED : 4