

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	: 117	15.00	20.00	0.55
FROM TERRITORIES	: 145	10.00	30.00	0.70
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 102	15.00	20.00	0.55
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 3	15.00	10.00	0.35
OTHER	: 1	5.00	0.00	0.05
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 12	10.00	5.00	0.20
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 5	5.00	2.00	0.09
FROM TERRITORIES	: 24	2.00	8.00	0.18
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 0	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	: 0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 8	8.00	3.00	0.14
FROM OTHER GOV'T SOURCES- CONTACTS	: 5	0.00	0.00	0.00
- REPORTS	: 4	5.00	2.00	0.09
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		5.00	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP		0.00	0.00	0.00
J. SERVICE TO OTHER MISSION PROGRAMS		5.00	0.00	0.05
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 70
FROM TERRIT : 63

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2