

17/11/94

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : ATLANTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	910	11.00	26.40	1.87
FROM TERRITORIES :	1368	11.60	17.20	1.44
B.VISITS TO CLIENTS IN TERRITORY :	152	4.60	10.40	0.75
C.EXPORT/TRADE/POLICY FAIRS :	13	2.80	4.00	0.34
PROJECTS AND EVENTS MISSIONS :	5	0.20	4.60	0.24
CONFERENCE SEMINARS :	18	3.60	2.40	0.30
OTHER :	11	6.80	1.40	0.41
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.80	1.00	0.09
POST INITIATED :	9	3.60	4.40	0.40
E.COMMUNICATIONS ACTIVITIES :	19	3.20	1.00	0.21
F.INVESTMENT ENQUIRIES FROM CANADA :	57	0.80	0.40	0.06
FROM TERRITORIES :	133	2.00	2.20	0.21
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	61	0.00	0.80	0.04
CONNECTIONS ARRANGED :	11	0.00	0.60	0.03
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		6.00	5.20	0.56
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	12	0.60	0.40	0.05
HOST GOVERNMENT :	3	0.00	0.40	0.02
OTHER DEPARTMENT :	19	1.20	0.80	0.10
PROVINCES/MUNICIPALITIES :	40	3.00	1.80	0.24
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	8.40	1.17
LEAVE, PROFESSIONAL DEVELOP :		12.20	6.20	0.92
K.SERVICE TO OTHER MISSION PROGRAMS :		7.00	0.00	0.35
L.TOURISM PROGRAM ACTIVITIES :		4.00	0.00	0.20
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	27
FROM TERRIT :	13
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	263
FROM TERRIT :	221
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	75
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	5