

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	381	26.00	45.00	3.36
FROM TERRITORIES :	434	39.00	36.00	3.78
B.VISITS TO CLIENTS IN TERRITORY :	175	20.00	8.00	1.52
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	16	1.00	2.00	0.14
MISSIONS :	9	1.00	0.00	0.06
CONFERENCE SEMINARS :	8	0.00	0.00	0.00
OTHER :	4	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	0.00	0.00	0.00
POST INITIATED :	4	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	6	1.00	0.00	0.06
F.INVESTMENT ENQUIRIES				
FROM CANADA :	14	2.00	0.00	0.12
FROM TERRITORIES :	17	2.00	1.00	0.16
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	15	0.00	3.00	0.12
CONNECTIONS ARRANGED :	9	0.00	2.00	0.08
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	25	3.00	0.00	0.18
HOST GOVERNMENT :	4	0.00	0.00	0.00
OTHER DEPARTMENT :	10	0.00	2.00	0.08
PROVINCES/MUNICIPALITIES :	15	2.00	1.00	0.16
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.00	0.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		1.00	0.00	0.06
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	15
	FROM TERRIT :	8
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	218
	FROM TERRIT :	188

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	94
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	6
	-LOCALLY ENGAGED :	4