

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	966	6.00	24.20	1.51
FROM TERRITORIES :	927	13.20	26.20	1.97
B.VISITS TO CLIENTS IN TERRITORY :	198	12.40	13.20	1.28
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	15	4.80	2.20	0.35
MISSIONS :	11	2.60	7.00	0.48
CONFERENCE SEMINARS :	25	7.00	4.00	0.55
OTHER :	14	3.00	0.80	0.19
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	3.40	0.00	0.17
POST INITIATED :	35	5.80	4.80	0.53
E.COMMUNICATIONS ACTIVITIES :	10	2.00	1.20	0.16
F.INVESTMENT ENQUIRIES				
FROM CANADA :	92	1.00	1.00	0.10
FROM TERRITORIES :	34	0.00	1.40	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	34	0.00	1.40	0.07
CONNECTIONS ARRANGED :	8	0.00	1.00	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	14	1.60	0.00	0.08
HOST GOVERNMENT :	23	0.80	0.40	0.06
OTHER DEPARTMENT :	9	0.00	0.40	0.02
PROVINCES/MUNICIPALITIES :	35	2.00	0.80	0.14
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.20	7.60	1.39
LEAVE, PROFESSIONAL DEVELOP :		6.20	2.40	0.43
K.SERVICE TO OTHER MISSION PROGRAMS :		7.00	0.00	0.35
L.TOURISM PROGRAM ACTIVITIES :		1.00	0.00	0.05
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 26

FROM TERRIT : 22

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 284

FROM TERRIT : 233

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 39

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 5

-LOCALLY ENGAGED : 5