

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : AMMAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	276	3.00	12.50	0.28
FROM TERRITORIES :	304	2.00	12.50	0.27
B. VISITS TO CLIENTS IN TERRITORY :	80	3.00	7.00	0.17
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	6.00	12.50	0.31
MISSIONS :	5	5.00	10.00	0.25
CONFERENCE SEMINARS :	2	1.00	0.50	0.02
OTHER :	0	0.00	0.50	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	5.00	5.00	0.15
POST INITIATED :	18	6.00	5.00	0.16
E. COMMUNICATIONS ACTIVITIES :	90	1.00	1.00	0.03
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	1.00	1.00	0.03
FROM TERRITORIES :	14	1.00	3.00	0.07
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	1.00	0.50	0.02
CONNECTIONS ARRANGED :	4	1.00	0.50	0.02
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		4.00	0.00	0.04
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	1.00	5.00	0.11
HOST GOVERNMENT :	8	1.00	2.50	0.06
OTHER DEPARTMENT :	20	1.00	5.00	0.11
PROVINCES/MUNICIPALITIES :	28	1.00	7.50	0.16
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		7.00	1.00	0.09
LEAVE, PROFESSIONAL DEVELOP :		0.00	5.00	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		49.00	2.50	0.54
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 125
FROM TERRIT : 175

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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