

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	291	3.00	22.50	0.48
FROM TERRITORIES :	363	2.00	32.50	0.67
B.VISITS TO CLIENTS IN TERRITORY :	98	3.00	12.00	0.27
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	1.00	0.00	0.01
MISSIONS :	8	2.00	2.50	0.07
CONFERENCE SEMINARS :	3	1.00	0.00	0.01
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	18	3.00	4.00	0.11
POST INITIATED :	22	4.00	2.50	0.09
E.COMMUNICATIONS ACTIVITIES :	63	1.00	0.00	0.01
F.INVESTMENT ENQUIRIES				
FROM CANADA :	16	1.00	0.00	0.01
FROM TERRITORIES :	42	1.00	3.00	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	19	2.00	1.50	0.05
CONNECTIONS ARRANGED :	7	1.00	1.50	0.04
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.02
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	9	1.00	0.00	0.01
HOST GOVERNMENT :	8	1.00	0.00	0.01
OTHER DEPARTMENT :	28	1.00	0.00	0.01
PROVINCES/MUNICIPALITIES :	17	1.00	1.50	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	0.00	0.09
LEAVE, PROFESSIONAL DEVELOP :		0.00	16.50	0.33
K.SERVICE TO OTHER MISSION PROGRAMS :		60.00	0.00	0.60
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 147  
FROM TERRIT : 182

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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