

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	274	5.00	12.50	0.30
FROM TERRITORIES :	296	2.00	12.50	0.27
B. VISITS TO CLIENTS IN TERRITORY :	97	2.00	5.00	0.12
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.00	10.00	0.21
MISSIONS :	2	5.00	5.00	0.15
CONFERENCE SEMINARS :	0	0.00	0.50	0.01
OTHER :	0	0.00	0.50	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	10.00	5.00	0.20
POST INITIATED :	37	10.00	7.50	0.25
E. COMMUNICATIONS ACTIVITIES :	88	1.00	0.50	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.00	1.00	0.02
FROM TERRITORIES :	17	0.00	1.50	0.03
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	0.50	0.01
CONNECTIONS ARRANGED :	1	0.00	0.50	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	60	1.00	6.00	0.13
HOST GOVERNMENT :	30	3.00	2.50	0.08
OTHER DEPARTMENT :	78	5.00	5.00	0.15
PROVINCES/MUNICIPALITIES :	6	0.00	7.50	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		8.00	1.50	0.11
LEAVE, PROFESSIONAL DEVELOP :		0.00	5.00	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		45.00	10.00	0.65
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 133
FROM TERRIT : 116

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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