

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : ATLANTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	930	9.80	18.80	1.43
FROM TERRITORIES :	1083	12.80	22.60	1.77
B.VISITS TO CLIENTS IN TERRITORY :	213	6.00	11.40	0.87
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	19	6.00	7.20	0.66
MISSIONS :	8	4.00	5.40	0.47
CONFERENCE SEMINARS :	28	5.20	3.20	0.42
OTHER :	5	1.00	0.40	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.00	1.00	0.10
POST INITIATED :	22	7.80	2.20	0.50
E.COMMUNICATIONS ACTIVITIES :	25	9.00	1.60	0.53
F.INVESTMENT ENQUIRIES				
FROM CANADA :	99	1.60	1.80	0.17
FROM TERRITORIES :	0	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	45	0.00	2.40	0.12
CONNECTIONS ARRANGED :	14	0.00	1.00	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.80	3.00	0.24
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	1.00	0.40	0.07
HOST GOVERNMENT :	15	1.00	0.80	0.09
OTHER DEPARTMENT :	5	1.80	0.60	0.12
PROVINCES/MUNICIPALITIES :	28	2.60	0.80	0.17
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.60	8.20	1.14
LEAVE, PROFESSIONAL DEVELOP :		4.40	5.40	0.49
K.SERVICE TO OTHER MISSION PROGRAMS :		6.20	1.80	0.40
L.TOURISM PROGRAM ACTIVITIES :		2.40	0.00	0.12
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 19

FROM TERRIT : 34

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 476

FROM TERRIT : 467

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 55

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED : 5

- LOCALLY ENGAGED : 5