

02/12/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : ATLANTA

	NUMBER	% OFFICER-TIME		TOTAL-TIM PERSON-QT
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	456	39.00	37.00	3.82
FROM TERRITORIES :	467	33.00	47.00	3.86
B.VISITS TO CLIENTS IN TERRITORY :	85	8.00	6.00	0.72
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	26	2.00	2.00	0.20
MISSIONS :	12	1.00	1.00	0.10
CONFERENCE SEMINARS :	3	0.00	0.00	0.00
OTHER :	3	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	2.00	0.00	0.12
POST INITIATED :	5	1.00	0.00	0.06
E.COMMUNICATIONS ACTIVITIES :	22	2.00	2.00	0.20
F.INVESTMENT ENQUIRIES				
FROM CANADA :	19	3.00	1.00	0.22
FROM TERRITORIES :	12	2.00	0.00	0.12
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.00	0.00
CONNECTIONS ARRANGED :	4	1.00	0.00	0.06
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.06
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	1.00	0.00	0.06
HOST GOVERNMENT :	4	0.00	0.00	0.00
OTHER DEPARTMENT :	9	1.00	1.00	0.10
PROVINCES/MUNICIPALITIES :	4	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.00	1.00	0.16
LEAVE, PROFESSIONAL DEVELOP :		1.00	0.00	0.06
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	2.00	0.08
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	68
	FROM TERRIT :	58
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	333
	FROM TERRIT :	78
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		52
NUMBER OF OCCUPIED OFFICER POSITIONS		
-CANADA BASED :		6
-LOCALLY ENGAGED :		4