

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	237	8.50	24.25	1.31
FROM TERRITORIES :	246	7.50	17.50	1.00
B. VISITS TO CLIENTS IN TERRITORY :	72	17.50	10.00	1.10
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	5.75	18.25	0.96
MISSIONS :	4	0.00	7.50	0.30
CONFERENCE SEMINARS :	6	6.25	0.50	0.27
OTHER :	4	3.50	0.50	0.16
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	10	1.25	4.25	0.22
E. COMMUNICATIONS ACTIVITIES :	5	6.00	1.25	0.29
F. INVESTMENT ENQUIRIES				
FROM CANADA :	10	0.50	0.00	0.02
FROM TERRITORIES :	27	2.50	0.50	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	10	0.00	2.50	0.10
CONNECTIONS ARRANGED :	4	0.00	2.50	0.10
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		5.50	2.75	0.33
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.25	0.01
OTHER DEPARTMENT :	18	0.00	3.25	0.13
PROVINCES/MUNICIPALITIES :	15	0.25	2.00	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.00	1.50	0.90
LEAVE, PROFESSIONAL DEVELOP :		12.50	0.75	0.53
K. SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.00	0.06
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 254
FROM TERRIT : 228

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 45

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 4