

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	110	15.00	17.50	0.50
FROM TERRITORIES	104	5.00	22.50	0.50
B.VISITS TO CLIENTS IN TERRITORY	76	10.00	12.50	0.35
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	1	5.00	12.50	0.30
MISSIONS	3	3.00	2.50	0.08
CONFERENCE SEMINARS	2	1.00	6.00	0.13
OTHER	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	15	15.00	7.00	0.29
POST INITIATED	18	20.00	1.00	0.22
E.COMMUNICATIONS ACTIVITIES	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA	2	2.00	0.50	0.03
FROM TERRITORIES	15	1.00	3.50	0.08
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	0	0.00	0.00	0.00
HOST GOVERNMENT	1	0.00	0.00	0.00
OTHER DEPARTMENT	10	6.00	7.00	0.20
PROVINCES/MUNICIPALITIES	6	5.00	0.00	0.05
J.ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		3.00	0.00	0.03
LEAVE, PROFESSIONAL DEVELOP		4.00	7.50	0.19
K.SERVICE TO OTHER MISSION PROGRAMS		5.00	0.00	0.05
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 107
FROM TERRIT : 67

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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