

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	392	17.00	26.00	2.06
FROM TERRITORIES :	305	13.33	14.00	1.36
B.VISITS TO CLIENTS IN TERRITORY :	84	14.16	6.25	1.10
C.EXPORT/TRADE/POLICY FAIRS :	24	7.16	21.25	1.28
PROJECTS AND EVENTS MISSIONS :	10	4.66	5.75	0.51
CONFERENCE SEMINARS :	15	2.66	0.25	0.17
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.00	0.00	0.12
POST INITIATED :	6	0.33	4.75	0.21
E.COMMUNICATIONS ACTIVITIES :	8	1.50	0.00	0.09
F.INVESTMENT ENQUIRIES FROM CANADA :	7	0.00	0.25	0.01
FROM TERRITORIES :	20	1.66	0.50	0.12
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	14	0.00	4.00	0.16
CONNECTIONS ARRANGED :	3	0.00	1.25	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		10.16	8.25	0.94
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.00	1.25	0.05
HOST GOVERNMENT :	1	0.33	0.00	0.02
OTHER DEPARTMENT :	23	0.33	3.75	0.17
PROVINCES/MUNICIPALITIES :	18	0.50	1.50	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.66	0.00	1.24
LEAVE, PROFESSIONAL DEVELOP :		0.66	1.00	0.08
K.SERVICE TO OTHER MISSION PROGRAMS :		2.83	0.00	0.17
***** TOTALS *****		99.93	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 140
FROM TERRIT : 676

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 42

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 6
- LOCALLY-ENGAGED : 4