

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : AMMAN

|  | NUMBER | % OFFICER-TIME |         | TOTAL-TIME<br>PERSON-QTR |
|--|--------|----------------|---------|--------------------------|
|  |        | CANADA         | LOC-ENG |                          |
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :   | 274    | 5.00           | 12.50   | 0.30                     |
| FROM TERRITORIES :                               | 296    | 2.00           | 12.50   | 0.27                     |
| B. VISITS TO CLIENTS IN TERRITORY :              | 97     | 2.00           | 5.00    | 0.12                     |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS       |        |                |         |                          |
| FAIRS :  | 1      | 1.00           | 10.00   | 0.21                     |
| MISSIONS :                                       | 2      | 5.00           | 5.00    | 0.15                     |
| CONFERENCE SEMINARS :                            | 0      | 0.00           | 0.50    | 0.01                     |
| OTHER :  | 0      | 0.00           | 0.50    | 0.01                     |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :   | 16     | 10.00          | 5.00    | 0.20                     |
| POST INITIATED :                                 | 37     | 10.00          | 7.50    | 0.25                     |
| E. COMMUNICATIONS ACTIVITIES :                   | 88     | 1.00           | 0.50    | 0.02                     |
| F. INVESTMENT ENQUIRIES                          |        |                |         |                          |
| FROM CANADA :                                    | 3      | 0.00           | 1.00    | 0.02                     |
| FROM TERRITORIES :                               | 17     | 0.00           | 1.50    | 0.03                     |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 3      | 0.00           | 0.50    | 0.01                     |
| CONNECTIONS ARRANGED :                           | 1      | 0.00           | 0.50    | 0.01                     |
| H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST : |        | 2.00           | 0.00    | 0.02                     |
| I. SERVICE REQUESTS FM GOV'T SOURCES             |        |                |         |                          |
| NGO :  | 60     | 1.00           | 6.00    | 0.13                     |
| HOST GOVERNMENT :                                | 30     | 3.00           | 2.50    | 0.08                     |
| OTHER DEPARTMENT :                               | 78     | 5.00           | 5.00    | 0.15                     |
| PROVINCES/MUNICIPALITIES :                       | 6      | 0.00           | 7.50    | 0.15                     |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. : |        | 8.00           | 1.50    | 0.11                     |
| LEAVE, PROFESSIONAL DEVELOP :                    |        | 0.00           | 5.00    | 0.10                     |
| K. SERVICE TO OTHER MISSION PROGRAMS :           |        | 45.00          | 10.00   | 0.65                     |
| L. TOURISM PROGRAM ACTIVITIES :                  |        | 0.00           | 0.00    | 0.00                     |
| ***** TOTALS *****                               |        | 100.00         | 100.00  | 3.00                     |

NUMBER OF BUSINESS VISITORS FROM CANADA : 133  
FROM TERRIT : 116

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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