

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	387	16.50	23.75	1.94
FROM TERRITORIES :	425	16.00	17.00	1.64
B.VISITS TO CLIENTS IN TERRITORY :	111	16.66	7.25	1.29
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	27	6.16	24.75	1.36
MISSIONS :	8	2.00	3.75	0.27
CONFERENCE SEMINARS :	14	3.33	1.50	0.26
OTHER :	2	0.16	0.25	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	2.16	0.00	0.13
POST INITIATED :	10	0.83	4.50	0.23
E.COMMUNICATIONS ACTIVITIES :	10	2.33	0.00	0.14
F.INVESTMENT ENQUIRIES				
FROM CANADA :	40	1.33	0.50	0.10
FROM TERRITORIES :	18	2.16	0.75	0.16
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	19	0.00	2.75	0.11
CONNECTIONS ARRANGED :	10	0.16	3.75	0.16
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.16	0.50	0.33
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.25	0.01
HOST GOVERNMENT :	6	0.66	0.75	0.07
OTHER DEPARTMENT :	8	0.33	1.25	0.07
PROVINCES/MUNICIPALITIES :	16	0.16	3.00	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.66	1.25	0.87
LEAVE, PROFESSIONAL DEVELOP :		5.66	2.50	0.44
K.SERVICE TO OTHER MISSION PROGRAMS :		4.50	0.00	0.27
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.91	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 302
FROM TERRIT : 680

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 57

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