

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : ATLANTA

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA	: 348	11.50	27.50	1.56
	FROM TERRITORIES	: 351	8.75	16.50	1.01
B. VISITS TO CLIENTS IN TERRITORY	VISITS	: 82	12.50	6.00	0.74
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS	: 23	8.75	20.00	1.15
	MISSIONS	: 5	7.25	0.50	0.31
	OTHER	: 6	2.75	0.50	0.13
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED		: 15	1.75	1.25	0.12
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA	: 7	1.25	0.00	0.05
	FROM TERRITORIES	: 65	8.25	0.25	0.34
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA		: 17	0.00	3.75	0.15
	CONNECTIONS ARRANGED	: 14	1.25	5.00	0.25
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA		: 8	8.00	5.75	0.55
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS		: 18	2.25	2.25	0.18
	FROM OTHER GOV'T SOURCES- CONTACTS	: 27	0.50	3.25	0.15
	- REPORTS	: 0	0.00	0.00	0.00
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.		12.50	1.00	0.54
	LEAVE, PROFESSIONAL DEVELOP		5.00	6.00	0.44
J. SERVICE TO OTHER MISSION PROGRAMS			7.75	0.50	0.33
***** TOTALS *****			100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 279  
FROM TERRIT : 347

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 44

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