

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	136	10.00	25.00	0.60
FROM TERRITORIES :	200	5.00	27.50	0.60
B. VISITS TO CLIENTS IN TERRITORY	40	20.00	12.00	0.44
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	10.00	15.00	0.40
MISSIONS :	0	5.00	0.00	0.05
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	2	10.00	5.00	0.20
POST INITIATED :	2	10.00	5.00	0.20
E. COMMUNICATIONS ACTIVITIES	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	6	0.00	1.50	0.03
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	2.00	0.04
H. PARTICIP'T'N 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 :	0	5.00	0.00	0.05
OTHER DEPARTMENT :	0	5.00	0.00	0.05
PROVINCES/MUNICIPALITIES :	0	5.00	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	7.00	0.14
K. SERVICE TO OTHER MISSION PROGRAMS		5.00	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	0
	FROM TERRIT :	5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	0
	FROM TERRIT :	32
NUMBER OF PEMD APPLICATIONS COMMENTED ON		3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2