

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : AMMAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	85	20.00	25.00	0.70
FROM TERRITORIES :	93	15.00	20.00	0.55
B. VISITS TO CLIENTS IN TERRITORY VISITS :	79	15.00	20.00	0.55
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	1	15.00	15.00	0.45
MISSIONS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	14	10.00	3.00	0.16
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	3	0.00	2.00	0.04
FROM TERRITORIES :	12	2.00	3.00	0.08
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'T'N IN PRQG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	7	5.00	2.00	0.09
FROM OTHER GOV'T SOURCES- CONTACTS :	9	0.00	0.00	0.00
- REPORTS :	7	5.00	5.00	0.15
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.00	0.00	0.03
LEAVE, PROFESSIONAL DEVELOP :		5.00	5.00	0.15
J. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 28
FROM TERRIT : 38

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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