

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : ATLANTA

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA :	361	12.00	27.25	1.57
	FROM TERRITORIES :	332	6.25	20.00	1.05
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	68	10.50	8.50	0.76
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS :	16	13.75	10.75	0.98
	MISSIONS :	6	2.75	1.00	0.15
	OTHER :	9	7.00	2.50	0.38
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	:	11	2.00	1.50	0.14
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA :	7	1.00	0.00	0.04
	FROM TERRITORIES :	115	9.25	0.00	0.37
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	:	17	0.00	3.75	0.15
	CONNECTIONS ARRANGED :	14	0.50	5.00	0.22
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	:	3	1.50	3.00	0.18
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	:	23	2.50	3.25	0.23
	FROM OTHER GOV'T SOURCES- CONTACTS :	41	1.25	4.00	0.21
	- REPORTS :	0	0.00	0.00	0.00
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN. :		12.75	6.00	0.75
	LEAVE, PROFESSIONAL DEVELOP :		8.50	3.00	0.46
J. SERVICE TO OTHER MISSION PROGRAMS	:		8.50	0.50	0.36
***** TOTALS *****			100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 100
FROM TERRIT : 278

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 63

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