

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	203	2.00	15.00	0.32
FROM TERRITORIES :	248	1.00	17.50	0.36
B.VISITS TO CLIENTS IN TERRITORY :	105	5.00	10.00	0.25
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	0.50	0.01
MISSIONS :	3	1.00	2.00	0.05
CONFERENCE SEMINARS :	2	1.00	0.00	0.01
OTHER :	2	0.00	2.00	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	3.00	5.00	0.13
POST INITIATED :	27	10.00	5.00	0.20
E.COMMUNICATIONS ACTIVITIES :	108	1.00	1.00	0.03
F.INVESTMENT ENQUIRIES				
FROM CANADA :	7	0.00	1.50	0.03
FROM TERRITORIES :	38	0.00	4.00	0.08
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	48	4.00	2.50	0.09
HOST GOVERNMENT :	71	4.00	4.00	0.12
OTHER DEPARTMENT :	40	2.00	5.00	0.12
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		0.00	12.50	0.25
K.SERVICE TO OTHER MISSION PROGRAMS :		60.00	12.50	0.85
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 38
FROM TERRIT : 123

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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