

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : AMMAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	156	15.00	17.50	0.50
FROM TERRITORIES :	131	15.00	22.50	0.60
B. VISITS TO CLIENTS IN TERRITORY :	136	10.00	17.50	0.45
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	6	15.00	17.50	0.50
CONFERENCE SEMINARS :	1	3.00	5.00	0.13
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	10.00	2.50	0.15
POST INITIATED :	7	8.00	1.50	0.11
E. COMMUNICATIONS ACTIVITIES :	4	2.00	0.00	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	3	1.00	0.00	0.01
FROM TERRITORIES :	26	3.00	5.00	0.13
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	1.00	1.00	0.03
CONNECTIONS ARRANGED :	1	0.00	1.50	0.03
H. PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	1.00	0.00	0.01
HOST GOVERNMENT :	1	1.00	1.00	0.03
OTHER DEPARTMENT :	4	6.00	5.00	0.16
PROVINCES/MUNICIPALITIES :	3	2.00	2.50	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.00	0.00	0.02
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 164
FROM TERRIT : 40

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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