

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	308	2.00	15.00	0.32
FROM TERRITORIES :	345	2.00	17.50	0.37
B. VISITS TO CLIENTS IN TERRITORY :	114	2.00	6.50	0.15
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	1.00	0.02
MISSIONS :	1	0.00	1.00	0.02
CONFERENCE SEMINARS :	2	0.00	1.00	0.02
OTHER :	0	0.00	0.50	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	15.00	5.00	0.25
POST INITIATED :	34	19.00	5.00	0.29
E. COMMUNICATIONS ACTIVITIES :	95	0.00	0.50	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	6	0.00	1.50	0.03
FROM TERRITORIES :	24	0.00	6.00	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.50	0.01
CONNECTIONS ARRANGED :	1	0.00	0.50	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	60	1.00	2.50	0.06
HOST GOVERNMENT :	65	4.00	6.50	0.17
OTHER DEPARTMENT :	95	4.00	5.00	0.14
PROVINCES/MUNICIPALITIES :	4	0.00	2.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.00	2.50	0.08
LEAVE, PROFESSIONAL DEVELOP :		0.00	5.00	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		48.00	12.50	0.73
L. TOURISM PROGRAM ACTIVITIES :		0.00	2.50	0.05
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 86
FROM TERRIT : 94

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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