

27/07/93

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	805	20.50	24.50	2.21
FROM TERRITORIES :	970	20.66	17.50	1.94
B. VISITS TO CLIENTS IN TERRITORY :	142	11.50	8.00	1.01
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	12	5.33	8.00	0.64
MISSIONS :	6	0.66	8.25	0.37
CONFERENCE SEMINARS :	9	4.33	0.75	0.29
OTHER :	7	3.50	0.00	0.21
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	3.00	3.50	0.32
POST INITIATED :	13	4.00	3.25	0.37
E. COMMUNICATIONS ACTIVITIES :	22	0.83	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	25	1.00	1.00	0.10
FROM TERRITORIES :	26	1.66	0.75	0.13
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	22	0.16	5.00	0.21
CONNECTIONS ARRANGED :	4	0.00	1.00	0.04
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.16	0.50	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	13	1.00	2.50	0.16
HOST GOVERNMENT :	10	0.33	0.00	0.02
OTHER DEPARTMENT :	30	0.66	0.75	0.07
PROVINCES/MUNICIPALITIES :	33	0.83	1.75	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	6.50	1.01
LEAVE, PROFESSIONAL DEVELOP :		0.33	6.50	0.28
K. SERVICE TO OTHER MISSION PROGRAMS :		3.33	0.00	0.20
L. TOURISM PROGRAM ACTIVITIES :		1.66	0.00	0.10
***** TOTALS *****		99.93	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	35
	FROM TERRIT :	51
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	258
	FROM TERRIT :	177
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		50
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	6
	-LOCALLY ENGAGED :	4