

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	300	12.00	27.00	1.44
FROM TERRITORIES	378	5.00	14.00	0.71
B. VISITS TO CLIENTS IN TERRITORY : VISITS :	55	11.00	5.00	0.53
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	10	2.00	9.00	0.42
MISSIONS :	5	20.00	0.00	0.60
OTHER :	5	2.00	2.00	0.14
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	21	3.00	5.00	0.29
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	24	1.00	1.00	0.07
FROM TERRITORIES :	27	3.00	3.00	0.21
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	8	0.00	3.00	0.12
CONNECTIONS ARRANGED :	17	0.00	4.00	0.16
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA :	1	6.00	0.00	0.18
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	11	3.00	2.00	0.17
FROM OTHER GOV'T SOURCES- CONTACTS :	54	1.00	6.00	0.27
- REPORTS :	3	0.00	2.00	0.08
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		10.00	1.00	0.34
LEAVE, PROFESSIONAL DEVELOP :		19.00	3.00	0.69
J. SERVICE TO OTHER MISSION PROGRAMS :		2.00	13.00	0.58
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 218
FROM TERRIT : 279

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 63

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 4