

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : ATLANTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 1349	17.16	24.50	2.01
FROM TERRITORIES	: 1291	16.66	15.25	1.61
B.VISITS TO CLIENTS IN TERRITORY	: 60	7.83	5.75	0.70
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 16	5.83	17.50	1.05
MISSIONS	: 5	1.66	5.50	0.32
CONFERENCE SEMINARS	: 8	1.00	2.00	0.14
OTHER	: 14	1.50	0.75	0.12
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 6	3.83	0.75	0.26
POST INITIATED	: 18	5.16	5.25	0.52
E.COMMUNICATIONS ACTIVITIES	: 10	0.50	0.75	0.06
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 31	1.50	1.00	0.13
FROM TERRITORIES	: 51	2.16	2.00	0.21
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 36	0.00	3.50	0.14
CONNECTIONS ARRANGED	: 14	0.00	0.75	0.03
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST		2.33	0.00	0.14
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 15	0.16	1.00	0.05
HOST GOVERNMENT	: 14	0.16	0.50	0.03
OTHER DEPARTMENT	: 26	1.16	0.50	0.09
PROVINCES/MUNICIPALITIES	: 40	0.50	1.50	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 22.00	6.50	1.58	
LEAVE, PROFESSIONAL DEVELOP	: 4.66	4.50	0.46	
K.SERVICE TO OTHER MISSION PROGRAMS	: 2.33	0.25	0.15	
L.TOURISM PROGRAM ACTIVITIES	: 1.83	0.00	0.11	
***** TOTALS *****		99.92	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 45
	FROM TERRIT	: 13
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 554
	FROM TERRIT	: 242
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 39
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 6
	-LOCALLY ENGAGED	: 4