

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : ATLANTA

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|--------------------------------------------------|--------|--------------------------|---------|--------------------------|
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 793 | 11.40 | 17.50 | 1.27 |
| FROM TERRITORIES : | 1238 | 12.20 | 13.75 | 1.16 |
| B. VISITS TO CLIENTS IN TERRITORY : | 75 | 6.80 | 3.75 | 0.49 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 12 | 10.00 | 8.25 | 0.83 |
| MISSIONS : | 7 | 2.40 | 9.25 | 0.49 |
| CONFERENCE SEMINARS : | 11 | 5.40 | 4.50 | 0.45 |
| OTHER : | 4 | 1.40 | 0.50 | 0.09 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 16 | 3.00 | 2.25 | 0.24 |
| POST INITIATED : | 9 | 4.00 | 0.75 | 0.23 |
| E. COMMUNICATIONS ACTIVITIES : | 45 | 4.40 | 4.25 | 0.39 |
| F. INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 40 | 0.60 | 1.00 | 0.07 |
| FROM TERRITORIES : | 20 | 0.60 | 1.00 | 0.07 |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 50 | 0.00 | 3.25 | 0.13 |
| CONNECTIONS ARRANGED : | 5 | 0.00 | 1.00 | 0.04 |
| H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST : | | 0.00 | 3.50 | 0.14 |
| I. SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 13 | 0.80 | 0.00 | 0.04 |
| HOST GOVERNMENT : | 4 | 0.20 | 0.50 | 0.03 |
| OTHER DEPARTMENT : | 40 | 1.80 | 0.00 | 0.09 |
| PROVINCES/MUNICIPALITIES : | 28 | 1.20 | 1.25 | 0.11 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. : | | 16.00 | 12.25 | 1.29 |
| LEAVE, PROFESSIONAL DEVELOP : | | 10.20 | 11.50 | 0.97 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 4.60 | 0.00 | 0.23 |
| L. TOURISM PROGRAM ACTIVITIES : | | 3.00 | 0.00 | 0.15 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 9.00 |

| | | |
|----------------------------------------------|--------------------|-----|
| NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) | FROM CANADA : | 52 |
| | FROM TERRIT : | 40 |
| NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) | FROM CANADA : | 695 |
| | FROM TERRIT : | 513 |
| NUMBER OF PEMD APPLICATIONS COMMENTED ON | : | 79 |
| NUMBER OF OCCUPIED OFFICER POSITIONS | -CANADA BASED : | 5 |
| | -LOCALLY ENGAGED : | 4 |