

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES : FROM CANADA :	104	15.00	20.00	0.55
FROM TERRITORIES :	140	10.00	34.00	0.78
B. VISITS TO CLIENTS IN TERRITORY :	120	10.00	21.50	0.53
C. EXPORT/TRADE/POLICY FAIRS :	1	2.00	1.00	0.04
PROJECTS AND EVENTS MISSIONS :	2	8.00	0.00	0.08
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	2	2.00	1.50	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	10.00	7.50	0.25
POST INITIATED :	29	13.00	1.50	0.16
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	21	3.00	7.50	0.18
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	4.00	0.00	0.04
HOST GOVERNMENT :	2	3.00	0.00	0.03
OTHER DEPARTMENT :	8	5.00	3.00	0.11
PROVINCES/MUNICIPALITIES :	3	5.00	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.00	0.00	0.03
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.50	0.05
K. SERVICE TO OTHER MISSION PROGRAMS :		7.00	0.00	0.07
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 67  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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