

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	139	15.00	27.50	0.70
FROM TERRITORIES :	107	10.00	25.00	0.60
B.VISITS TO CLIENTS IN TERRITORY :	106	10.00	17.50	0.45
C.EXPORT/TRADE/POLICY FAIRS :	1	2.00	0.00	0.02
PROJECTS AND EVENTS MISSIONS :	3	8.00	10.00	0.28
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	4	10.00	2.50	0.15
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	25	20.00	2.50	0.25
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	15	2.00	6.00	0.14
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	3.00	1.50	0.06
OTHER DEPARTMENT :	19	3.00	2.50	0.08
PROVINCES/MUNICIPALITIES :	10	7.00	4.00	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.00	0.02
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 146
FROM TERRIT : 46

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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