

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : ATLANTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	539	40.00	45.00	4.20
FROM TERRITORIES :	380	25.00	39.00	3.06
B.VISITS TO CLIENTS IN TERRITORY :	152	15.00	5.00	1.10
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	18	1.00	3.00	0.18
MISSIONS :	9	1.00	1.00	0.10
CONFERENCE SEMINARS :	16	1.00	1.00	0.10
OTHER :	1	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	20	3.00	0.00	0.18
POST INITIATED :	13	1.00	0.00	0.06
E.COMMUNICATIONS ACTIVITIES :	6	1.00	0.00	0.06
F.INVESTMENT ENQUIRIES				
FROM CANADA :	22	2.00	0.00	0.12
FROM TERRITORIES :	21	2.00	0.00	0.12
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	15	0.00	4.00	0.16
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.06
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	9	1.00	0.00	0.06
HOST GOVERNMENT :	17	2.00	0.00	0.12
OTHER DEPARTMENT :	13	1.00	1.00	0.10
PROVINCES/MUNICIPALITIES :	22	2.00	1.00	0.16
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		1.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	50
	FROM TERRIT :	48
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	240
	FROM TERRIT :	212
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		43
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	6
	-LOCALLY ENGAGED :	4