

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : AMMAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	410	3.00	19.00	0.41
FROM TERRITORIES :	354	3.00	19.00	0.41
B.VISITS TO CLIENTS IN TERRITORY :	125	5.00	15.50	0.36
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	2.00	4.00	0.10
MISSIONS :	4	3.00	6.50	0.16
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	2	0.00	3.50	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	14	5.00	6.00	0.17
POST INITIATED :	12	5.00	4.50	0.14
E.COMMUNICATIONS ACTIVITIES :	10	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA :	7	1.00	1.50	0.04
FROM TERRITORIES :	55	1.00	2.50	0.06
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.50	0.01
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	15	0.00	1.50	0.03
HOST GOVERNMENT :	27	5.00	1.50	0.08
OTHER DEPARTMENT :	26	0.00	2.50	0.05
PROVINCES/MUNICIPALITIES :	23	5.00	2.00	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	1.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		0.00	4.00	0.08
K.SERVICE TO OTHER MISSION PROGRAMS :		50.00	5.00	0.60
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	15
FROM TERRIT :	23
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	80
FROM TERRIT :	65
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	2
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2