

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	228	7.00	34.00	1.64
FROM TERRITORIES :	206	8.50	20.25	1.15
B.VISITS TO CLIENTS IN TERRITORY :	95	20.25	7.00	1.09
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	13	5.25	9.25	0.58
MISSIONS :	3	0.00	2.50	0.10
CONFERENCE SEMINARS :	9	4.25	0.75	0.20
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.25	0.50	0.03
POST INITIATED :	2	1.00	0.00	0.04
E.COMMUNICATIONS ACTIVITIES :	2	1.00	0.00	0.04
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.25	0.00	0.01
FROM TERRITORIES :	30	5.00	0.00	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	10	2.50	3.50	0.24
CONNECTIONS ARRANGED :	4	0.00	1.50	0.06
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		13.75	0.25	0.56
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.50	0.02
OTHER DEPARTMENT :	18	0.25	3.00	0.13
PROVINCES/MUNICIPALITIES :	6	0.25	1.50	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.50	0.50	0.84
LEAVE, PROFESSIONAL DEVELOP :		5.00	14.50	0.78
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.50	0.22
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 277
FROM TERRIT : 218

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 34

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 4