

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : ATLANTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	725	13.40	20.00	1.67
FROM TERRITORIES :	854	12.00	18.40	1.52
B. VISITS TO CLIENTS IN TERRITORY :	248	5.20	9.80	0.75
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	27	6.40	12.20	0.93
MISSIONS :	4	1.00	3.20	0.21
CONFERENCE SEMINARS :	20	6.00	1.00	0.35
OTHER :	4	0.00	0.40	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.00	1.00	0.10
POST INITIATED :	24	2.00	3.80	0.29
E. COMMUNICATIONS ACTIVITIES :	13	1.00	0.80	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	116	2.20	3.40	0.28
FROM TERRITORIES :	12	0.00	2.20	0.11
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	22	0.00	2.40	0.12
CONNECTIONS ARRANGED :	10	0.00	2.20	0.11
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.00	1.20	0.11
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	0.00	1.00	0.05
HOST GOVERNMENT :	8	1.20	0.80	0.10
OTHER DEPARTMENT :	17	1.20	0.80	0.10
PROVINCES/MUNICIPALITIES :	25	5.20	1.60	0.34
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.60	7.60	1.11
LEAVE, PROFESSIONAL DEVELOP :		17.00	5.80	1.14
K. SERVICE TO OTHER MISSION PROGRAMS :		8.60	0.40	0.45
L. TOURISM PROGRAM ACTIVITIES :		1.00	0.00	0.05
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 48

FROM TERRIT : 23

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 437

FROM TERRIT : 127

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 44

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 5

-LOCALLY ENGAGED : 5