

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   |