

23/07/91

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : ATLANTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	703	14.16	23.50	1.79
FROM TERRITORIES :	714	8.33	20.50	1.32
B.VISITS TO CLIENTS IN TERRITORY :	137	9.33	13.50	1.10
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	18	21.50	19.50	2.07
MISSIONS :	6	5.16	0.00	0.31
CONFERENCE SEMINARS :	10	3.16	8.75	0.54
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	2.66	0.50	0.18
POST INITIATED :	3	0.16	0.00	0.01
E.COMMUNICATIONS ACTIVITIES :	4	1.83	0.50	0.13
F.INVESTMENT ENQUIRIES				
FROM CANADA :	13	2.00	0.00	0.12
FROM TERRITORIES :	22	1.66	0.00	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	29	0.16	5.00	0.21
CONNECTIONS ARRANGED :	8	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.33	1.50	0.14
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.33	0.00	0.02
HOST GOVERNMENT :	13	0.83	0.00	0.05
OTHER DEPARTMENT :	11	0.50	2.25	0.12
PROVINCES/MUNICIPALITIES :	17	3.83	2.50	0.33
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		19.66	0.00	1.18
LEAVE, PROFESSIONAL DEVELOP :		2.00	0.75	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.00	0.03
L.TOURISM PROGRAM ACTIVITIES :		0.83	1.25	0.10
***** TOTALS *****		99.92	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 276  
FROM TERRIT : 329

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 99

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 6  
- LOCALLY-ENGAGED : 4