

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	367	13.00	26.00	1.43
FROM TERRITORIES	184	9.00	11.00	0.71
B. VISITS TO CLIENTS IN TERRITORY VISITS	80	12.00	7.00	0.64
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	19	10.00	9.00	0.66
MISSIONS	12	12.00	6.00	0.60
OTHER	5	4.00	1.00	0.16
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	9	2.00	3.00	0.18
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	25	1.00	1.00	0.07
FROM TERRITORIES	27	3.00	3.00	0.21
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	12	0.00	5.00	0.20
CONNECTIONS ARRANGED	10	2.00	3.00	0.18
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	1	0.00	1.00	0.04
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	20	3.00	1.00	0.13
FROM OTHER GOV'T SOURCES- CONTACTS	40	2.00	3.00	0.18
- REPORTS	9	1.00	2.00	0.11
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		13.00	1.00	0.43
LEAVE, PROFESSIONAL DEVELOP		7.00	5.00	0.41
J. SERVICE TO OTHER MISSION PROGRAMS		6.00	12.00	0.66
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 171  
FROM TERRIT : 117

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 63

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 4