

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : AMMAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	237	3.00	20.00	0.43
FROM TERRITORIES :	262	3.00	20.00	0.43
B. VISITS TO CLIENTS IN TERRITORY :	142	6.00	11.50	0.29
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	1.00	0.02
MISSIONS :	5	4.00	5.00	0.14
CONFERENCE SEMINARS :	2	1.00	1.00	0.03
OTHER :	3	1.00	0.00	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	5.00	4.00	0.13
POST INITIATED :	13	10.00	3.00	0.16
E. COMMUNICATIONS ACTIVITIES :	87	1.00	1.50	0.04
F. INVESTMENT ENQUIRIES				
FROM CANADA :	12	1.00	1.00	0.03
FROM TERRITORIES :	16	1.00	2.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.50	0.01
CONNECTIONS ARRANGED :	2	0.00	0.50	0.01
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	2.00	1.00	0.04
HOST GOVERNMENT :	8	1.00	2.00	0.05
OTHER DEPARTMENT :	46	4.00	7.00	0.18
PROVINCES/MUNICIPALITIES :	12	1.00	3.00	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		0.00	15.00	0.30
K. SERVICE TO OTHER MISSION PROGRAMS :		50.00	1.00	0.52
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 74
FROM TERRIT : 186

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2