

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : ATLANTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	439	16.16	25.50	1.99
FROM TERRITORIES :	449	12.50	18.75	1.50
B.VISITS TO CLIENTS IN TERRITORY :	79	13.83	6.50	1.09
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	24	6.16	23.50	1.31
MISSIONS :	10	4.16	7.75	0.56
CONFERENCE SEMINARS :	8	1.66	1.25	0.15
OTHER :	6	4.66	2.50	0.38
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	1.50	0.75	0.12
POST INITIATED :	11	1.83	0.50	0.13
E.COMMUNICATIONS ACTIVITIES :	9	2.50	0.00	0.15
F.INVESTMENT ENQUIRIES				
FROM CANADA :	13	0.66	0.50	0.06
FROM TERRITORIES :	17	1.33	0.25	0.09
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	22	0.00	2.75	0.11
CONNECTIONS ARRANGED :	6	0.16	0.25	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.66	1.75	0.41
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.50	0.00	0.03
HOST GOVERNMENT :	3	0.33	0.50	0.04
OTHER DEPARTMENT :	8	0.33	1.00	0.06
PROVINCES/MUNICIPALITIES :	11	0.16	3.00	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.83	1.00	1.05
LEAVE, PROFESSIONAL DEVELOP :		5.33	2.00	0.40
K.SERVICE TO OTHER MISSION PROGRAMS :		3.66	0.00	0.22
***** TOTALS *****		99.91	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 238
FROM TERRIT : 458

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 72

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