

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : MELBOURNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	256	10.00	21.66	0.75
FROM TERRITORIES :	379	7.00	23.33	0.77
B. VISITS TO CLIENTS IN TERRITORY :	68	8.00	6.66	0.28
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	0.00	10.00	0.30
MISSIONS :	2	3.00	0.66	0.05
CONFERENCE SEMINARS :	7	0.00	5.00	0.15
OTHER :	3	1.00	1.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.00	0.33	0.02
POST INITIATED :	13	5.00	0.66	0.07
E. COMMUNICATIONS ACTIVITIES :	13	5.00	1.66	0.10
F. INVESTMENT ENQUIRIES				
FROM CANADA :	7	1.00	0.00	0.01
FROM TERRITORIES :	31	3.00	1.00	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.33	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.00	0.03
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.00	0.00	0.01
HOST GOVERNMENT :	5	1.00	0.00	0.01
OTHER DEPARTMENT :	7	1.00	1.33	0.05
PROVINCES/MUNICIPALITIES :	15	4.00	1.33	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		28.00	3.33	0.38
LEAVE, PROFESSIONAL DEVELOP :		5.00	21.66	0.70
K. SERVICE TO OTHER MISSION PROGRAMS :		13.00	0.00	0.13
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 16  
FROM TERRIT : 96

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1  
- LOCALLY-ENGAGED : 3