

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	: 401	17.00	26.00	0.69
FROM TERRITORIES	: 238	0.00	21.50	0.43
B. VISITS TO CLIENTS IN TERRITORY	: 10	5.00	2.00	0.09
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 3	1.00	4.00	0.09
CONFERENCE SEMINARS	: 6	3.00	1.50	0.06
OTHER	: 40	0.00	7.50	0.15
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 20	15.00	6.00	0.27
POST INITIATED	: 102	33.00	8.00	0.49
E. COMMUNICATIONS ACTIVITIES	: 5	2.00	0.50	0.03
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 1	0.00	0.50	0.01
FROM TERRITORIES	: 6	0.00	0.50	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 0	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 0	0.00	0.00	0.00
HOST GOVERNMENT	: 25	2.00	3.50	0.09
OTHER DEPARTMENT	: 1	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES	: 0	0.00	0.00	0.00
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.	: 20.00	13.50		0.47
LEAVE, PROFESSIONAL DEVELOP	: 0.00	4.00		0.08
K. SERVICE TO OTHER MISSION PROGRAMS	: 2.00	1.00		0.04
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00		0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 11
 FROM TERRIT : 55
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 14
 FROM TERRIT : 40

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

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