

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES : FROM CANADA :	344	12.50	25.50	0.76
FROM TERRITORIES :	112	5.00	20.50	0.51
B. VISITS TO CLIENTS IN TERRITORY :	119	12.50	5.00	0.35
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS :				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	5	0.50	0.50	0.02
CONFERENCE SEMINARS :	13	3.50	4.00	0.15
OTHER :	131	4.00	0.50	0.09
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	47	20.00	1.50	0.43
POST INITIATED :	94	15.50	7.00	0.45
E. COMMUNICATIONS ACTIVITIES :	7	1.00	0.50	0.03
F. INVESTMENT ENQUIRIES :				
FROM CANADA :	2	0.00	0.00	0.00
FROM TERRITORIES :	22	0.50	3.00	0.07
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES :				
NGO :	6	0.50	0.00	0.01
HOST GOVERNMENT :	27	1.00	2.00	0.06
OTHER DEPARTMENT :	13	0.50	1.00	0.03
PROVINCES/MUNICIPALITIES :	7	0.00	0.50	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		17.50	13.00	0.61
LEAVE, PROFESSIONAL DEVELOP :		4.50	15.00	0.39
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.50	0.03
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	8
FROM TERRIT :	21
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	20
FROM TERRIT :	18
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	2