

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : SYDNEY

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES :				
FROM CANADA :	362	15.00	22.00	1.18
FROM TERRITORIES :	508	16.00	17.50	1.02
B. VISITS TO CLIENTS IN TERRITORY :	112	5.00	6.00	0.34
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS :				
FAIRS :	10	1.00	6.25	0.27
MISSIONS :	2	2.00	5.00	0.24
CONFERENCE SEMINARS :	3	2.00	0.50	0.06
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS :				
HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	4	4.00	5.00	0.28
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES :				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	9	1.50	0.00	0.03
G. TECHNOLOGY INFLOW PROGRAM ENQR'S :				
FRM CANADA :	2	0.50	0.00	0.01
CONNECTIONS ARRANGED :	1	0.50	0.00	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 :	2	0.50	0.00	0.01
HOST GOVERNMENT :	18	1.00	0.50	0.04
OTHER DEPARTMENT :	12	2.00	1.00	0.08
PROVINCES/MUNICIPALITIES :	11	2.00	2.00	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		20.00	4.25	0.57
LEAVE, PROFESSIONAL DEVELOP :		22.00	3.75	0.59
K. SERVICE TO OTHER MISSION PROGRAMS :		2.50	1.25	0.10
L. TOURISM PROGRAM ACTIVITIES :		2.50	25.00	1.05
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 49
FROM TERRIT : 74

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4