

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	221	17.33	21.00	0.73
FROM TERRITORIES :	113	13.66	1.00	0.42
B.VISITS TO CLIENTS IN TERRITORY :	25	5.00	1.00	0.16
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	2.33	0.00	0.07
MISSIONS :	1	1.66	0.00	0.05
CONFERENCE SEMINARS :	5	3.66	0.00	0.11
OTHER :	2	0.66	0.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	4.00	0.00	0.12
POST INITIATED :	33	17.33	0.00	0.52
E.COMMUNICATIONS ACTIVITIES :	10	3.66	1.00	0.12
F.INVESTMENT ENQUIRIES				
FROM CANADA :	6	1.00	0.00	0.03
FROM TERRITORIES :	6	1.00	0.00	0.03
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.00	0.03
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.33	0.00	0.01
HOST GOVERNMENT :	10	2.33	0.00	0.07
OTHER DEPARTMENT :	9	7.00	0.00	0.21
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.33	52.00	0.74
LEAVE, PROFESSIONAL DEVELOP :		9.66	21.00	0.50
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.06
***** TOTALS *****		99.94	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 11
FROM TERRIT : 18

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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