

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : SYDNEY

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	322	11.50	15.50	0.85
FROM TERRITORIES :	465	12.50	17.00	0.93
B. VISITS TO CLIENTS IN TERRITORY :	128	10.00	12.50	0.70
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	5.00	7.00	0.38
MISSIONS :	2	7.50	7.00	0.43
CONFERENCE SEMINARS :	2	1.50	0.50	0.05
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	3.50	1.00	0.11
POST INITIATED :	6	2.50	2.00	0.13
E. COMMUNICATIONS ACTIVITIES :	2	2.00	0.00	0.04
F. INVESTMENT ENQUIRIES FROM CANADA :	6	2.50	0.50	0.07
FROM TERRITORIES :	4	1.00	0.50	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	1.00	0.50	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		3.50	0.00	0.07
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	7	2.00	1.50	0.10
OTHER DEPARTMENT :	6	2.00	1.50	0.10
PROVINCES/MUNICIPALITIES :	12	2.50	1.75	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		12.50	3.75	0.40
LEAVE, PROFESSIONAL DEVELOP :		12.50	3.75	0.40
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		3.50	23.75	1.02
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	7
	FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	43
	FROM TERRIT :	78
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	4