

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : MELBOURNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	195	7.00	26.00	0.85
FROM TERRITORIES :	243	7.00	23.00	0.76
B.VISITS TO CLIENTS IN TERRITORY :	43	10.00	4.33	0.23
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	0.00	8.00	0.24
MISSIONS :	2	0.00	6.00	0.18
CONFERENCE SEMINARS :	4	2.00	1.33	0.06
OTHER :	11	4.00	7.66	0.27
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	1	0.00	0.00	0.00
POST INITIATED :	20	7.00	2.66	0.15
E.COMMUNICATIONS ACTIVITIES :	3	3.00	0.00	0.03
F.INVESTMENT ENQUIRIES				
FROM CANADA :	10	2.00	0.00	0.02
FROM TERRITORIES :	23	3.00	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	0.09
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	1.00	0.00	0.01
HOST GOVERNMENT :	4	1.00	0.00	0.01
OTHER DEPARTMENT :	2	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	14	2.00	1.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.00	4.33	0.34
LEAVE, PROFESSIONAL DEVELOP :		10.00	8.33	0.35
K.SERVICE TO OTHER MISSION PROGRAMS :		20.00	4.33	0.33
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.97	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	1
	FROM TERRIT :	27
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	13
	FROM TERRIT :	49
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	5
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	3