

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : SYDNEY

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	344	10.50	14.75	0.80
FROM TERRITORIES :	476	15.50	19.75	1.10
B. VISITS TO CLIENTS IN TERRITORY :	133	11.00	11.25	0.67
C. EXPORT/TRADE/POLICY FAIRS :	11	1.50	14.00	0.59
PROJECTS AND EVENTS MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	16	4.00	0.75	0.11
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.50	0.04
POST INITIATED :	12	2.50	1.00	0.09
E. COMMUNICATIONS ACTIVITIES :	34	0.00	1.00	0.04
F. INVESTMENT ENQUIRIES FROM CANADA :	14	0.50	0.25	0.02
FROM TERRITORIES :	5	0.50	0.25	0.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.50	0.25	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	7.50	0.30
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	15	0.50	0.50	0.03
OTHER DEPARTMENT :	14	1.00	0.50	0.04
PROVINCES/MUNICIPALITIES :	26	0.50	0.50	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.00	1.25	0.33
LEAVE, PROFESSIONAL DEVELOP :		10.00	3.00	0.32
K. SERVICE TO OTHER MISSION PROGRAMS :		26.00	0.25	0.53
L. TOURISM PROGRAM ACTIVITIES :		0.50	22.75	0.92
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 7

FROM TERRIT : 38

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 28

FROM TERRIT : 288

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 13

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 4