

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	198	2.33	19.00	0.26
FROM TERRITORIES	51	1.33	2.00	0.06
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 15	5.00	3.00	0.18
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	6	6.33	7.00	0.26
MISSIONS	1	0.33	0.00	0.01
OTHER	18	5.33	0.00	0.16
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	38	8.00	0.00	0.24
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	3	0.66	0.00	0.02
FROM TERRITORIES	4	0.66	0.00	0.02
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	2	1.00	0.00	0.03
CONNECTIONS ARRANGED	1	0.33	0.00	0.01
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	33	19.33	0.00	0.58
FROM OTHER GOV'T SOURCES- CONTACTS	85	9.00	6.00	0.33
- REPORTS	11	1.00	0.00	0.03
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		17.33	50.00	1.02
LEAVE, PROFESSIONAL DEVELOP		13.66	12.00	0.53
J. SERVICE TO OTHER MISSION PROGRAMS		8.33	1.00	0.26
***** TOTALS *****		99.95	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 16
FROM TERRIT : 20

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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