

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : CANBERRA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	223	11.00	21.00	0.54
FROM TERRITORIES :	121	9.00	4.00	0.31
B. VISITS TO CLIENTS IN TERRITORY :	33	6.33	4.00	0.23
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	2	7.00	0.00	0.21
CONFERENCE SEMINARS :	7	8.66	0.00	0.26
OTHER :	1	0.33	0.00	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	3.33	0.00	0.10
POST INITIATED :	21	12.33	0.00	0.37
E. COMMUNICATIONS ACTIVITIES :	0	2.00	0.00	0.06
F. INVESTMENT ENQUIRIES FROM CANADA :	8	1.33	0.00	0.04
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	4.00	0.04
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.33	0.00	0.01
HOST GOVERNMENT :	7	3.00	0.00	0.09
OTHER DEPARTMENT :	10	7.00	0.00	0.21
PROVINCES/MUNICIPALITIES :	1	0.33	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	66.00	0.81
LEAVE, PROFESSIONAL DEVELOP :		20.66	1.00	0.63
K. SERVICE TO OTHER MISSION PROGRAMS :		1.33	0.00	0.04
***** TOTALS *****		99.96	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 18  
FROM TERRIT : 5

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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