

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	180	15.00	23.50	0.77
FROM TERRITORIES :	268	5.00	18.00	0.46
B.VISITS TO CLIENTS IN TERRITORY :	94	8.50	5.00	0.27
C.EXPORT/TRADE/POLICY FAIRS :	1	0.00	1.50	0.03
PROJECTS AND EVENTS MISSIONS :	1	0.00	5.50	0.11
CONFERENCE SEMINARS :	7	2.50	0.50	0.06
OTHER :	83	2.50	1.00	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	61	25.00	2.00	0.54
POST INITIATED :	56	12.50	3.00	0.31
E.COMMUNICATIONS ACTIVITIES :	3	0.50	1.50	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	4	2.50	0.50	0.06
FROM TERRITORIES :	17	0.00	1.50	0.03
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	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	1.50	0.03
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	24	1.00	3.00	0.08
OTHER DEPARTMENT :	16	1.50	0.00	0.03
PROVINCES/MUNICIPALITIES :	1	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	21.00	0.72
LEAVE, PROFESSIONAL DEVELOP :		7.50	10.00	0.35
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	1.00	0.04
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 8

FROM TERRIT : 24

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 38

FROM TERRIT : 21

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 2

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 2