

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : MELBOURNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	323	15.00	21.66	0.80
FROM TERRITORIES :	549	7.00	26.66	0.87
B.VISITS TO CLIENTS IN TERRITORY :	66	10.00	8.33	0.35
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	0.00	4.00	0.12
MISSIONS :	4	4.00	1.66	0.09
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	3	3.00	2.33	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.00	0.33	0.02
POST INITIATED :	12	5.00	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	4	2.00	0.66	0.04
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	1.00	0.00	0.01
FROM TERRITORIES :	14	3.00	0.33	0.04
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 :		2.00	9.33	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	1.00	0.00	0.01
HOST GOVERNMENT :	7	1.00	2.00	0.07
OTHER DEPARTMENT :	2	1.00	1.33	0.05
PROVINCES/MUNICIPALITIES :	21	4.00	2.66	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.00	1.33	0.21
LEAVE, PROFESSIONAL DEVELOP :		5.00	16.66	0.55
K.SERVICE TO OTHER MISSION PROGRAMS :		18.00	0.66	0.20
***** TOTALS *****		100.00	99.93	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 35
FROM TERRIT : 165

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 18

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