

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : MELBOURNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	309	10.00	23.66	0.81
FROM TERRITORIES :	515	3.00	25.33	0.79
B.VISITS TO CLIENTS IN TERRITORY :	60	8.00	10.00	0.38
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	6.66	0.20
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	2	0.00	7.00	0.21
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	7.00	0.00	0.07
POST INITIATED :	10	10.00	4.00	0.22
E.COMMUNICATIONS ACTIVITIES :	1	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA :	4	1.00	0.00	0.01
FROM TERRITORIES :	4	3.00	0.66	0.05
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.33	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	2.00	0.09
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.00	0.00	0.01
HOST GOVERNMENT :	3	0.00	0.66	0.02
OTHER DEPARTMENT :	2	2.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	3	1.00	0.00	0.01
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		25.00	4.66	0.39
LEAVE, PROFESSIONAL DEVELOP :		1.00	11.66	0.36
K.SERVICE TO OTHER MISSION PROGRAMS :		23.00	3.33	0.33
***** TOTALS *****		100.00	99.95	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 62  
FROM TERRIT : 141

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

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