

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

90/06/20

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	366	18.66	22.00	0.78
FROM TERRITORIES :	179	7.00	13.00	0.34
B.VISITS TO CLIENTS IN TERRITORY :	113	15.66	3.00	0.50
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	14	3.00	4.00	0.13
CONFERENCE SEMINARS :	10	8.33	4.00	0.29
OTHER :	46	7.00	3.00	0.24
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	34	4.00	6.00	0.18
POST INITIATED :	29	5.33	1.00	0.17
E.COMMUNICATIONS ACTIVITIES :	9	3.66	0.00	0.11
F.INVESTMENT ENQUIRIES				
FROM CANADA :	9	0.00	1.00	0.01
FROM TERRITORIES :	16	0.00	2.00	0.02
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	1.00	0.01
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	0.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	0.33	2.00	0.03
HOST GOVERNMENT :	20	1.00	3.00	0.06
OTHER DEPARTMENT :	11	1.66	1.00	0.06
PROVINCES/MUNICIPALITIES :	8	0.33	0.00	0.01
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	18.00	0.45
LEAVE, PROFESSIONAL DEVELOP :		9.33	12.00	0.40
K.SERVICE TO OTHER MISSION PROGRAMS :		1.66	4.00	0.09
***** TOTALS *****		99.95	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 14  
FROM TERRIT : 22

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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