

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	287	18.00	28.00	0.82
FROM TERRITORIES :	125	8.00	1.00	0.25
B.VISITS TO CLIENTS IN TERRITORY :	34	11.00	1.00	0.34
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.33	0.00	0.01
MISSIONS :	3	5.00	0.00	0.15
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	90	9.00	0.00	0.27
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	9	5.00	0.00	0.15
POST INITIATED :	9	4.33	1.00	0.14
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.66	0.00	0.02
FROM TERRITORIES :	3	0.66	0.00	0.02
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'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	18.33	5.00	0.60
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.66	62.00	0.94
LEAVE, PROFESSIONAL DEVELOP :		4.00	2.00	0.14
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.15
***** TOTALS *****		99.97	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 28
FROM TERRIT : 30

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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