

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : SYDNEY

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	445	12.00	17.25	0.93
FROM TERRITORIES :	618	13.00	12.25	0.75
B.VISITS TO CLIENTS IN TERRITORY :	104	2.00	16.50	0.70
C.EXPORT/TRADE/POLICY FAIRS :	6	3.00	5.00	0.26
PROJECTS AND EVENTS MISSIONS :	2	0.00	1.25	0.05
CONFERENCE SEMINARS :	6	3.50	2.00	0.15
OTHER :	1	0.00	1.50	0.06
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	4.50	0.75	0.12
POST INITIATED :	15	5.00	1.00	0.14
E.COMMUNICATIONS ACTIVITIES :	12	0.50	0.75	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	7	0.50	0.00	0.01
FROM TERRITORIES :	4	0.50	0.00	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.50	0.00	0.01
CONNECTIONS ARRANGED :	2	0.50	0.00	0.01
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	6.25	0.33
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.00	0.50	0.02
HOST GOVERNMENT :	9	1.50	0.25	0.04
OTHER DEPARTMENT :	14	1.50	2.75	0.14
PROVINCES/MUNICIPALITIES :	19	2.00	2.00	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	1.25	0.31
LEAVE, PROFESSIONAL DEVELOP :		6.50	3.75	0.28
K.SERVICE TO OTHER MISSION PROGRAMS :		24.00	0.00	0.48
L.TOURISM PROGRAM ACTIVITIES :		2.00	25.00	1.04
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	8
FROM TERRIT :	11
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	39
FROM TERRIT :	43

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	9
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	4