

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : MELBOURNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	214	10.00	21.66	0.75
FROM TERRITORIES :	490	10.00	24.33	0.83
B.VISITS TO CLIENTS IN TERRITORY :	171	12.00	14.66	0.56
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	2.00	0.33	0.03
MISSIONS :	11	2.00	5.00	0.17
CONFERENCE SEMINARS :	10	4.00	5.00	0.19
OTHER :	5	3.00	1.33	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	3.00	0.00	0.03
POST INITIATED :	58	10.00	10.00	0.40
E.COMMUNICATIONS ACTIVITIES :	13	5.00	0.66	0.07
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	5	1.00	0.00	0.01
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.00	0.00	0.01
HOST GOVERNMENT :	10	1.00	1.00	0.04
OTHER DEPARTMENT :	13	3.00	2.33	0.10
PROVINCES/MUNICIPALITIES :	13	1.00	2.33	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	5.33	0.25
LEAVE, PROFESSIONAL DEVELOP :		0.00	6.00	0.18
K.SERVICE TO OTHER MISSION PROGRAMS :		23.00	0.00	0.23
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.96	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	20
FROM TERRIT :	56
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	43
FROM TERRIT :	144
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	12
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	3