

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : MELBOURNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES : FROM CANADA :	202	5.00	22.33	0.72
FROM TERRITORIES :	435	10.00	28.33	0.95
B. VISITS TO CLIENTS IN TERRITORY :	83	15.00	9.33	0.43
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS :				
FAIRS :	4	3.00	9.33	0.31
MISSIONS :	8	2.00	10.00	0.32
CONFERENCE SEMINARS :	5	5.00	0.33	0.06
OTHER :	6	3.00	0.33	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.00	0.01
POST INITIATED :	36	12.00	3.33	0.22
E. COMMUNICATIONS ACTIVITIES :	13	5.00	0.66	0.07
F. INVESTMENT ENQUIRIES :				
FROM CANADA :	2	0.00	0.33	0.01
FROM TERRITORIES :	0	0.00	0.00	0.00
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 :	8	0.00	1.00	0.03
HOST GOVERNMENT :	5	1.00	0.33	0.02
OTHER DEPARTMENT :	10	1.00	1.00	0.04
PROVINCES/MUNICIPALITIES :	23	1.00	2.00	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		4.00	3.33	0.14
LEAVE, PROFESSIONAL DEVELOP :		2.00	8.00	0.26
K. SERVICE TO OTHER MISSION PROGRAMS :		30.00	0.00	0.30
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 : 9

FROM TERRIT : 45

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 11

FROM TERRIT : 67

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 11

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 3