

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : MELBOURNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	212	8.00	24.00	0.80
FROM TERRITORIES :	492	10.00	24.66	0.84
B. VISITS TO CLIENTS IN TERRITORY :	70	9.00	7.00	0.30
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	2.00	1.33	0.06
MISSIONS :	2	1.00	1.66	0.06
CONFERENCE SEMINARS :	7	2.00	7.33	0.24
OTHER :	2	1.00	0.00	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	0.00	0.01
POST INITIATED :	40	12.00	6.33	0.31
E. COMMUNICATIONS ACTIVITIES :	6	8.00	1.66	0.13
F. INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	8	0.00	1.33	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	1.00	0.03
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	7.33	0.24
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	0.00	1.66	0.05
HOST GOVERNMENT :	3	1.00	0.66	0.03
OTHER DEPARTMENT :	5	2.00	2.00	0.08
PROVINCES/MUNICIPALITIES :	14	1.00	4.00	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	4.66	0.34
LEAVE, PROFESSIONAL DEVELOP :		0.00	3.00	0.09
K. SERVICE TO OTHER MISSION PROGRAMS :		20.00	0.33	0.21
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 22
FROM TERRIT : 37
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 60
FROM TERRIT : 78

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 11

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