

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : SYDNEY

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	214	8.50	25.00	1.17
FROM TERRITORIES :	687	8.00	30.00	1.36
B.VISITS TO CLIENTS IN TERRITORY :	153	15.00	5.00	0.50
C.EXPORT/TRADE/POLICY FAIRS :	3	4.00	3.75	0.23
PROJECTS AND EVENTS MISSIONS :	2	0.50	1.25	0.06
CONFERENCE SEMINARS :	2	8.00	2.00	0.24
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.00	2.50	0.14
POST INITIATED :	6	2.50	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	15	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	9	0.50	0.00	0.01
FROM TERRITORIES :	3	0.50	0.00	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	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 :	0	0.00	0.00	0.00
HOST GOVERNMENT :	11	0.50	1.25	0.06
OTHER DEPARTMENT :	17	0.50	0.50	0.03
PROVINCES/MUNICIPALITIES :	18	0.50	1.25	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	1.25	0.45
LEAVE, PROFESSIONAL DEVELOP :		20.00	0.00	0.40
K.SERVICE TO OTHER MISSION PROGRAMS :		7.00	1.25	0.19
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 :	5
FROM TERRIT :	29
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	39
FROM TERRIT :	531
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	4