

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : SYDNEY

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 283	10.00	18.20	1.01
FROM TERRITORIES	: 258	10.00	13.60	0.78
B.VISITS TO CLIENTS IN TERRITORY	: 57	10.00	5.60	0.38
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 4	0.00	2.60	0.13
MISSIONS	: 2	0.00	1.00	0.05
CONFERENCE SEMINARS	: 3	0.00	4.40	0.22
OTHER	: 7	0.00	5.60	0.28
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 0	0.00	0.00	0.00
POST INITIATED	: 7	0.00	1.20	0.06
E.COMMUNICATIONS ACTIVITIES	: 5	0.00	5.40	0.27
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 6	0.00	3.00	0.15
FROM TERRITORIES	: 6	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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 2	0.00	0.20	0.01
HOST GOVERNMENT	: 3	0.00	0.40	0.02
OTHER DEPARTMENT	: 11	0.00	7.80	0.39
PROVINCES/MUNICIPALITIES	: 4	0.00	0.60	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 60.00		10.00	1.10
LEAVE, PROFESSIONAL DEVELOP	: 0.00		0.40	0.02
K.SERVICE TO OTHER MISSION PROGRAMS	: 10.00		0.00	0.10
L.TOURISM PROGRAM ACTIVITIES	: 0.00		20.00	1.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 11
	FROM TERRIT	: 3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 41
	FROM TERRIT	: 48

NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 3
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NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED	: 1
	- LOCALLY ENGAGED	: 5