

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : MELBOURNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	162	5.00	15.66	0.52
FROM TERRITORIES :	408	5.00	17.33	0.57
B. VISITS TO CLIENTS IN TERRITORY :	98	4.00	15.00	0.49
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	0.00	3.33	0.10
MISSIONS :	9	0.00	15.33	0.46
CONFERENCE SEMINARS :	4	0.00	2.33	0.07
OTHER :	4	0.00	4.33	0.13
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.00	2.00	0.06
POST INITIATED :	8	4.00	3.33	0.14
E. COMMUNICATIONS ACTIVITIES :	4	0.00	2.33	0.07
F. INVESTMENT ENQUIRIES				
FROM CANADA :	8	4.00	0.00	0.04
FROM TERRITORIES :	21	5.00	0.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	2.00	0.06
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	4.33	0.18
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	4	3.00	0.00	0.03
OTHER DEPARTMENT :	3	3.00	0.00	0.03
PROVINCES/MUNICIPALITIES :	14	3.00	4.00	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.00	3.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		30.00	5.66	0.47
K. SERVICE TO OTHER MISSION PROGRAMS :		12.00	0.00	0.12
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.96	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 18
FROM TERRIT : 49

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 17

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