

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	344	7.00	33.00	0.80
FROM TERRITORIES :	618	12.00	15.50	0.55
B. VISITS TO CLIENTS IN TERRITORY :	45	1.00	12.00	0.26
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	2	0.50	0.00	0.01
CONFERENCE SEMINARS :	9	5.00	5.00	0.20
OTHER :	19	3.50	2.50	0.12
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	33	7.50	3.50	0.22
POST INITIATED :	96	8.00	9.50	0.35
E. COMMUNICATIONS ACTIVITIES :	20	4.00	1.00	0.10
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.50	0.00	0.01
FROM TERRITORIES :	5	1.00	0.00	0.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.50	0.00	0.01
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.00	0.00	0.02
HOST GOVERNMENT :	41	2.50	1.00	0.07
OTHER DEPARTMENT :	12	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	3	0.50	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		18.00	13.50	0.63
LEAVE, PROFESSIONAL DEVELOP :		25.00	3.50	0.57
K. SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.00	0.01
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	6
	FROM TERRIT :	64
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	13
	FROM TERRIT :	48
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	4
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2