

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : SYDNEY

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	513	10.00	24.25	1.17
FROM CANADA :				
FROM TERRITORIES :	465	10.00	17.50	0.90
B. VISITS TO CLIENTS IN TERRITORY	78	7.00	5.75	0.37
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	7.50	5.00	0.35
MISSIONS :	2	5.00	5.00	0.30
CONFERENCE SEMINARS :	3	2.50	1.25	0.10
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	2	0.50	2.00	0.09
POST INITIATED :	8	1.00	1.00	0.06
E. COMMUNICATIONS ACTIVITIES	1	1.00	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	9	2.00	0.00	0.04
FROM TERRITORIES :	6	1.00	1.25	0.07
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	2	1.00	0.50	0.04
CONNECTIONS ARRANGED :	1	1.00	0.50	0.04
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	1.00	0.50	0.04
HOST GOVERNMENT :	12	1.50	1.50	0.09
OTHER DEPARTMENT :	17	1.50	1.50	0.09
PROVINCES/MUNICIPALITIES :	1	1.00	0.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	5.00	0.60
LEAVE, PROFESSIONAL DEVELOP :		20.00	5.00	0.60
K. SERVICE TO OTHER MISSION PROGRAMS		3.00	0.00	0.06
L. TOURISM PROGRAM ACTIVITIES		2.50	22.50	0.95
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	5
	FROM TERRIT :	8
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	48
	FROM TERRIT :	96
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	16
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	4