

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 : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	291	12.50	28.50	0.82
FROM TERRITORIES :	220	4.00	17.50	0.43
B. VISITS TO CLIENTS IN TERRITORY :	26	0.00	5.50	0.11
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	1.50	0.03
MISSIONS :	18	0.50	5.00	0.11
CONFERENCE SEMINARS :	11	5.00	0.00	0.10
OTHER :	169	25.00	0.00	0.50
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	45	7.50	13.50	0.42
POST INITIATED :	130	27.50	8.00	0.71
E. COMMUNICATIONS ACTIVITIES :	6	0.00	1.50	0.03
F. INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.00	0.00	0.00
FROM TERRITORIES :	3	0.00	0.50	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	0.00	0.00	0.00
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	0.00	0.00	0.00
HOST GOVERNMENT :	17	1.50	2.00	0.07
OTHER DEPARTMENT :	10	0.00	1.00	0.02
PROVINCES/MUNICIPALITIES :	6	0.00	0.50	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	5.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		0.50	8.50	0.18
K. SERVICE TO OTHER MISSION PROGRAMS :		8.00	1.50	0.19
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 :	9
	FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	25
	FROM TERRIT :	20

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	6
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2