

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : CANBERRA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	212	16.33	14.00	0.63
FROM TERRITORIES :	120	12.00	1.00	0.37
B. VISITS TO CLIENTS IN TERRITORY :	13	2.66	0.00	0.08
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.33	0.00	0.01
MISSIONS :	1	1.00	0.00	0.03
CONFERENCE SEMINARS :	2	0.33	8.00	0.09
OTHER :	31	7.33	0.00	0.22
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	3.33	0.00	0.10
POST INITIATED :	24	8.00	0.00	0.24
E. COMMUNICATIONS ACTIVITIES :	5	1.33	0.00	0.04
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.33	0.00	0.01
FROM TERRITORIES :	4	0.66	0.00	0.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.33	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	6	2.33	0.00	0.07
OTHER DEPARTMENT :	1	7.33	0.00	0.22
PROVINCES/MUNICIPALITIES :	4	2.00	0.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.66	38.00	0.67
LEAVE, PROFESSIONAL DEVELOP :		15.00	39.00	0.84
K. SERVICE TO OTHER MISSION PROGRAMS :		9.66	0.00	0.29
***** TOTALS *****		99.94	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 17
FROM TERRIT : 24

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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