

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

91/03/25

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : SYDNEY

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	464	17.50	20.50	1.17
FROM TERRITORIES :	417	12.50	14.50	0.83
B. VISITS TO CLIENTS IN TERRITORY :	116	10.00	10.25	0.61
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	7.50	1.25	0.20
MISSIONS :	2	4.00	1.25	0.13
CONFERENCE SEMINARS :	2	2.00	1.25	0.09
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.50	1.75	0.10
POST INITIATED :	7	2.00	2.50	0.14
E. COMMUNICATIONS ACTIVITIES :	2	2.50	1.25	0.10
F. INVESTMENT ENQUIRIES FROM CANADA :	7	1.00	0.25	0.03
FROM TERRITORIES :	12	1.50	0.50	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	1.00	0.25	0.03
CONNECTIONS ARRANGED :	1	1.00	0.00	0.02
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.75	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	9	2.50	1.25	0.10
OTHER DEPARTMENT :	4	2.50	2.50	0.15
PROVINCES/MUNICIPALITIES :	13	3.50	0.75	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		15.00	3.75	0.45
LEAVE, PROFESSIONAL DEVELOP :		7.50	7.50	0.45
K. SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES :		2.50	25.00	1.05
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 28  
FROM TERRIT : 94

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 28

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 4