

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	382	15.00	31.00	0.92
FROM TERRITORIES :	322	7.50	13.50	0.42
B.VISITS TO CLIENTS IN TERRITORY :	39	1.50	3.50	0.10
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	1.50	0.03
MISSIONS :	12	1.50	1.00	0.05
CONFERENCE SEMINARS :	13	5.50	3.50	0.18
OTHER :	28	5.00	2.00	0.14
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	47	8.50	5.00	0.27
POST INITIATED :	101	19.00	1.00	0.40
E.COMMUNICATIONS ACTIVITIES :	33	1.00	4.00	0.10
F.INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.00	0.00	0.00
FROM TERRITORIES :	3	0.50	0.00	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	1.00	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	0.50	0.00	0.01
HOST GOVERNMENT :	18	1.00	1.50	0.05
OTHER DEPARTMENT :	22	1.50	1.50	0.06
PROVINCES/MUNICIPALITIES :	6	1.00	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		22.50	13.50	0.72
LEAVE, PROFESSIONAL DEVELOP :		7.50	16.50	0.48
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	1.00	0.02
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 :	43
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	12
	FROM TERRIT :	41
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		1
NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED :	2
	- LOCALLY ENGAGED :	2