

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : SYDNEY

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	549	22.50	22.50	1.35
FROM TERRITORIES :	365	12.50	16.25	0.90
B. VISITS TO CLIENTS IN TERRITORY :	90	5.00	6.25	0.35
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	5.00	5.00	0.30
MISSIONS :	5	15.00	8.75	0.65
CONFERENCE SEMINARS :	1	1.00	0.00	0.02
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	3.00	1.50	0.12
POST INITIATED :	4	4.00	3.50	0.22
E. COMMUNICATIONS ACTIVITIES :	1	2.50	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	11	2.00	0.25	0.05
FROM TERRITORIES :	6	1.50	0.25	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	10	1.50	0.50	0.05
CONNECTIONS ARRANGED :	2	0.50	0.00	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.50	0.00	0.07
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	1.50	1.25	0.08
OTHER DEPARTMENT :	15	1.50	2.25	0.12
PROVINCES/MUNICIPALITIES :	3	0.50	0.25	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	1.25	0.25
LEAVE, PROFESSIONAL DEVELOP :		5.00	5.25	0.31
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		1.00	25.00	1.02
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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