

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : SYDNEY

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	330	8.00	31.00	1.32
FROM TERRITORIES :	351	9.00	18.25	0.82
B.VISITS TO CLIENTS IN TERRITORY :	65	2.00	4.75	0.21
C.EXPORT/TRADE/POLICY FAIRS :	4	2.00	0.50	0.04
PROJECTS AND EVENTS MISSIONS :	1	2.00	7.50	0.32
CONFERENCE SEMINARS :	1	2.00	0.50	0.04
OTHER :	15	10.00	2.25	0.19
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	6.00	0.25	0.07
POST INITIATED :	5	6.00	1.25	0.11
E.COMMUNICATIONS ACTIVITIES :	2	0.00	1.00	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	4	1.00	0.00	0.01
FROM TERRITORIES :	2	1.00	0.00	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	2.50	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.00	0.75	0.03
HOST GOVERNMENT :	4	1.00	0.50	0.03
OTHER DEPARTMENT :	5	2.00	0.25	0.03
PROVINCES/MUNICIPALITIES :	13	4.00	2.00	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.00	1.25	0.22
LEAVE, PROFESSIONAL DEVELOP :		8.00	0.50	0.10
K.SERVICE TO OTHER MISSION PROGRAMS :		15.00	0.00	0.15
L.TOURISM PROGRAM ACTIVITIES :		4.00	25.00	1.04
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	3
FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	17
FROM TERRIT :	45
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	10
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	4