

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : CANBERRA

		NUMBER	% OFFICER-TIME		TOTAL-TIME
			CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA	163	7.00	14.00	0.35
	FROM TERRITORIES	40	1.00	2.00	0.05
B. VISITS TO CLIENTS IN TERRITORY	VISITS	3	4.00	5.00	0.17
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS	3	1.00	0.00	0.03
	MISSIONS	1	0.00	0.00	0.00
	OTHER	11	6.00	1.00	0.19
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED		25	6.00	0.00	0.18
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA	4	1.00	0.00	0.03
	FROM TERRITORIES	8	1.00	0.00	0.03
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	CONNECTIONS ARRANGED	3	0.00	0.00	0.00
		0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA		0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS		56	27.00	0.00	0.81
	FROM OTHER GOV'T SOURCES- CONTACTS	88	14.00	7.00	0.49
	- REPORTS	8	1.00	0.00	0.03
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.		15.00	38.00	0.83
	LEAVE, PROFESSIONAL DEVELOP		12.00	32.00	0.68
J. SERVICE TO OTHER MISSION PROGRAMS			4.00	1.00	0.13
***** TOTALS *****			100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 9
FROM TERRIT : 5

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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