

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 : CANBERRA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
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A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	254	8.50	28.50	0.74
FROM TERRITORIES :	138	2.00	8.50	0.21
B.VISITS TO CLIENTS IN TERRITORY :	85	9.00	7.00	0.32
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	0.50	0.01
MISSIONS :	71	18.50	14.50	0.66
CONFERENCE SEMINARS :	6	2.50	0.00	0.05
OTHER :	38	6.00	2.00	0.16
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	38	5.50	14.50	0.40
POST INITIATED :	57	9.50	4.00	0.27
E.COMMUNICATIONS ACTIVITIES :	8	1.00	2.50	0.07
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.00	1.00	0.02
FROM TERRITORIES :	1	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	0.50	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	0.00	0.00
HOST GOVERNMENT :	18	1.50	1.00	0.05
OTHER DEPARTMENT :	7	1.00	0.50	0.03
PROVINCES/MUNICIPALITIES :	2	0.50	1.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	11.50	0.43
LEAVE, PROFESSIONAL DEVELOP :		22.50	1.50	0.48
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	1.00	0.06
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 52
FROM TERRIT : 81

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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