

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : SYDNEY

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	349	19.00	37.00	1.49
FROM TERRITORIES :	400	15.00	21.00	0.93
B. VISITS TO CLIENTS IN TERRITORY :	76	10.00	10.00	0.50
C. EXPORT/TRADE/POLICY FAIRS :	10	5.00	17.00	0.61
PROJECTS AND EVENTS MISSIONS :	5	2.00	4.00	0.16
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	3.00	0.09
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	5.00	1.00	0.13
POST INITIATED :	1	1.00	0.00	0.02
E. COMMUNICATIONS ACTIVITIES :	2	1.00	0.00	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	74	13.00	1.00	0.29
FROM TERRITORIES :	3	2.00	0.00	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	5.00	0.00	0.10
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.00	1.00	0.07
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	2	1.00	0.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.00	0.00	0.22
LEAVE, PROFESSIONAL DEVELOP :		0.00	4.00	0.12
K. SERVICE TO OTHER MISSION PROGRAMS :		8.00	1.00	0.19
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 84
FROM TERRIT : 103

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3