

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : MELBOURNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	148	4.00	18.50	0.45
FROM TERRITORIES	270	4.00	21.00	0.50
B.VISITS TO CLIENTS IN TERRITORY	31	2.50	8.50	0.22
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	3	6.00	23.00	0.58
MISSIONS	0	0.00	0.00	0.00
CONFERENCE SEMINARS	0	0.00	0.00	0.00
OTHER	1	1.50	2.50	0.08
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	5	0.00	1.50	0.03
POST INITIATED	3	2.00	0.00	0.04
E.COMMUNICATIONS ACTIVITIES	1	0.00	1.00	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA	15	3.50	0.00	0.07
FROM TERRITORIES	10	1.00	2.00	0.06
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	2	1.50	0.00	0.03
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	0	0.00	0.00	0.00
HOST GOVERNMENT	12	2.50	0.50	0.06
OTHER DEPARTMENT	14	2.00	1.00	0.06
PROVINCES/MUNICIPALITIES	3	5.00	7.50	0.25
J.ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		39.00	4.00	0.86
LEAVE, PROFESSIONAL DEVELOP		20.50	8.50	0.58
K.SERVICE TO OTHER MISSION PROGRAMS		5.00	0.50	0.11
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 31  
FROM TERRIT : 90

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 17

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