

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : SYDNEY

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	530	30.00	23.75	1.55
FROM TERRITORIES :	442	16.00	18.75	1.07
B.VISITS TO CLIENTS IN TERRITORY :	112	11.50	11.00	0.67
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	2	6.00	6.00	0.36
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	2	5.00	0.00	0.10
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	2.50	2.50	0.15
POST INITIATED :	3	2.50	2.00	0.13
E.COMMUNICATIONS ACTIVITIES :	1	1.50	0.50	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	3	1.50	0.25	0.04
FROM TERRITORIES :	6	1.50	0.75	0.06
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.50	0.00	0.01
CONNECTIONS ARRANGED :	1	0.50	0.00	0.01
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.50	0.00	0.01
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	1.00	1.00	0.06
OTHER DEPARTMENT :	7	1.00	2.00	0.10
PROVINCES/MUNICIPALITIES :	8	1.50	1.75	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	2.25	0.29
LEAVE, PROFESSIONAL DEVELOP :		5.00	2.50	0.20
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L.TOURISM PROGRAM ACTIVITIES :		1.00	25.00	1.02
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	7
FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	88
FROM TERRIT :	25
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	15
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	4