

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : CANBERRA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	180	16.00	20.00	0.68
FROM TERRITORIES :	151	6.00	15.00	0.33
B. VISITS TO CLIENTS IN TERRITORY :	59	10.66	2.00	0.34
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	0.00	0.00
MISSIONS :	5	0.33	0.00	0.01
CONFERENCE SEMINARS :	5	5.66	0.00	0.17
OTHER :	74	9.33	2.00	0.30
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	36	9.33	2.00	0.30
POST INITIATED :	43	9.66	0.00	0.29
E. COMMUNICATIONS ACTIVITIES :	18	0.33	0.00	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.00	0.00	0.00
FROM TERRITORIES :	3	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	11	1.66	2.00	0.07
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		3.33	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.66	0.00	0.02
HOST GOVERNMENT :	27	4.00	3.00	0.15
OTHER DEPARTMENT :	26	5.66	1.00	0.18
PROVINCES/MUNICIPALITIES :	4	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.33	27.00	0.43
LEAVE, PROFESSIONAL DEVELOP :		9.33	24.00	0.52
K. SERVICE TO OTHER MISSION PROGRAMS :		2.66	2.00	0.10
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.93	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 25
FROM TERRIT : 48

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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