

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : CANBERRA

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME |
|---|--------|----------------|---------|------------|
| | | CANADA | LOC-ENG | PERSON-QTR |
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 376 | 6.50 | 28.50 | 0.70 |
| FROM TERRITORIES : | 396 | 7.00 | 12.50 | 0.39 |
| B.VISITS TO CLIENTS IN TERRITORY : | 39 | 0.50 | 4.00 | 0.09 |
| C.EXPORT/TRADE/POLICY FAIRS : | 1 | 0.50 | 0.00 | 0.01 |
| PROJECTS AND EVENTS MISSIONS : | 3 | 1.50 | 1.50 | 0.06 |
| CONFERENCE SEMINARS : | 2 | 3.00 | 0.50 | 0.07 |
| OTHER : | 0 | 4.00 | 0.00 | 0.08 |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 39 | 11.00 | 9.50 | 0.41 |
| POST INITIATED : | 28 | 19.00 | 6.50 | 0.51 |
| E.COMMUNICATIONS ACTIVITIES : | 14 | 1.00 | 1.00 | 0.04 |
| F.INVESTMENT ENQUIRIES FROM CANADA : | 2 | 0.00 | 0.00 | 0.00 |
| FROM TERRITORIES : | 3 | 0.00 | 0.00 | 0.00 |
| G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 1 | 0.00 | 0.00 | 0.00 |
| 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 : | 6 | 1.00 | 0.00 | 0.02 |
| HOST GOVERNMENT : | 27 | 1.50 | 1.50 | 0.06 |
| OTHER DEPARTMENT : | 3 | 1.00 | 0.00 | 0.02 |
| PROVINCES/MUNICIPALITIES : | 52 | 2.00 | 0.00 | 0.04 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 20.50 | 14.00 | 0.69 |
| LEAVE, PROFESSIONAL DEVELOP : | | 18.50 | 20.00 | 0.77 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 1.50 | 0.50 | 0.04 |
| L.TOURISM PROGRAM ACTIVITIES : | | 0.00 | 0.00 | 0.00 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 4.00 |

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|--|----|
| NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : | 6 |
| FROM TERRIT : | 17 |
| NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : | 10 |
| FROM TERRIT : | 16 |

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|--|---|
| NUMBER OF PEMD APPLICATIONS COMMENTED ON : | 3 |
|--|---|

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