

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	: 244	4.66	27.00	0.41
FROM TERRITORIES	: 31	1.66	1.00	0.06
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 13	5.00	1.00	0.16
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 4	2.66	0.00	0.08
MISSIONS	: 1	0.33	0.00	0.01
OTHER	: 8	4.66	0.00	0.14
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 30	5.00	0.00	0.15
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 4	1.33	0.00	0.04
FROM TERRITORIES	: 6	1.00	0.00	0.03
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 0	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	: 0	0.33	0.00	0.01
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 35	16.66	0.00	0.50
FROM OTHER GOV'T SOURCES- CONTACTS	: 115	12.33	8.00	0.45
- REPORTS	: 9	1.33	0.00	0.04
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.	: 23.33	59.00	1.29	
LEAVE, PROFESSIONAL DEVELOP	: 13.66	3.00	0.44	
J. SERVICE TO OTHER MISSION PROGRAMS	: 6.00	1.00	0.19	
***** TOTALS *****		99.94	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 8  
FROM TERRIT : 5

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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