

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	357	12.50	19.00	0.63
FROM TERRITORIES :	208	4.00	11.50	0.31
B. VISITS TO CLIENTS IN TERRITORY	69	4.00	2.50	0.13
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	5	3.50	3.50	0.14
CONFERENCE SEMINARS :	9	5.50	0.00	0.11
OTHER :	122	19.50	3.00	0.45
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	40	9.00	1.50	0.21
POST INITIATED :	112	8.50	11.00	0.39
E. COMMUNICATIONS ACTIVITIES	6	0.00	0.50	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	0.00	0.00	0.00
FROM TERRITORIES :	4	0.00	0.50	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		0.00	16.50	0.33
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	11	0.00	0.00	0.00
HOST GOVERNMENT :	15	0.00	0.50	0.01
OTHER DEPARTMENT :	3	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	6	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		11.00	9.00	0.40
LEAVE, PROFESSIONAL DEVELOP :		15.50	20.00	0.71
K. SERVICE TO OTHER MISSION PROGRAMS		7.00	1.00	0.16
L. TOURISM PROGRAM ACTIVITIES		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	1
	FROM TERRIT :	29
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	20
	FROM TERRIT :	28
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2