

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : MELBOURNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	201	4.00	21.66	0.69
FROM TERRITORIES :	562	7.00	26.00	0.85
B. VISITS TO CLIENTS IN TERRITORY :	153	11.00	14.66	0.55
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	2.00	5.00	0.17
MISSIONS :	1	0.00	1.66	0.05
CONFERENCE SEMINARS :	4	1.00	2.33	0.08
OTHER :	5	2.00	7.66	0.25
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	1.00	1.00	0.04
POST INITIATED :	29	7.00	5.00	0.22
E. COMMUNICATIONS ACTIVITIES :	18	6.00	0.33	0.07
F. INVESTMENT ENQUIRIES				
FROM CANADA :	10	1.00	0.00	0.01
FROM TERRITORIES :	28	4.00	0.00	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	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 :	3	0.00	0.33	0.01
HOST GOVERNMENT :	2	1.00	0.00	0.01
OTHER DEPARTMENT :	6	1.00	1.00	0.04
PROVINCES/MUNICIPALITIES :	16	5.00	2.00	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	4.00	0.27
LEAVE, PROFESSIONAL DEVELOP :		15.00	7.33	0.37
K. SERVICE TO OTHER MISSION PROGRAMS :		17.00	0.00	0.17
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.96	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	49
	FROM TERRIT :	229
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	0
	FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		17
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	3