

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : SYDNEY

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	588	20.00	22.50	1.30
FROM TERRITORIES :	492	15.00	15.00	0.90
B.VISITS TO CLIENTS IN TERRITORY :	88	8.00	5.00	0.36
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	1.00	3.75	0.17
MISSIONS :	3	2.50	2.50	0.15
CONFERENCE SEMINARS :	3	2.50	1.25	0.10
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.50	2.00	0.09
POST INITIATED :	8	5.00	3.75	0.25
E.COMMUNICATIONS ACTIVITIES :	2	2.00	0.00	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	36	5.00	0.00	0.10
FROM TERRITORIES :	4	2.00	0.00	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	50	1.00	0.00	0.02
CONNECTIONS ARRANGED :	1	0.50	0.25	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		7.50	0.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.50	0.00	0.01
HOST GOVERNMENT :	12	1.50	0.50	0.05
OTHER DEPARTMENT :	16	1.50	0.50	0.05
PROVINCES/MUNICIPALITIES :	18	1.50	1.25	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	4.25	0.57
LEAVE, PROFESSIONAL DEVELOP :		0.00	11.25	0.45
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	1.25	0.10
L.TOURISM PROGRAM ACTIVITIES :		0.00	25.00	1.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 57  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 23

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 4