

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

30120100

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : CANBERRA

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|---|--------|--------------------------|---------|--------------------------|
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 195 | 24.33 | 10.00 | 0.83 |
| FROM TERRITORIES : | 134 | 9.00 | 6.00 | 0.33 |
| B. VISITS TO CLIENTS IN TERRITORY : | 31 | 6.33 | 2.00 | 0.21 |
| C. EXPORT/TRADE/POLICY FAIRS : | 4 | 6.00 | 8.00 | 0.26 |
| PROJECTS AND EVENTS MISSIONS : | 1 | 0.66 | 0.00 | 0.02 |
| CONFERENCE SEMINARS : | 7 | 4.33 | 2.00 | 0.15 |
| OTHER : | 61 | 11.00 | 2.00 | 0.35 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 9 | 2.33 | 3.00 | 0.10 |
| POST INITIATED : | 10 | 5.66 | 1.00 | 0.18 |
| E. COMMUNICATIONS ACTIVITIES : | 1 | 2.33 | 0.00 | 0.07 |
| F. INVESTMENT ENQUIRIES FROM CANADA : | 9 | 0.00 | 1.00 | 0.01 |
| FROM TERRITORIES : | 22 | 0.00 | 2.00 | 0.02 |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 8 | 0.33 | 1.00 | 0.02 |
| CONNECTIONS ARRANGED : | 9 | 0.66 | 0.00 | 0.02 |
| H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST : | | 2.00 | 0.00 | 0.06 |
| I. SERVICE REQUESTS FM GOV'T SOURCES NGO : | 2 | 0.66 | 0.00 | 0.02 |
| HOST GOVERNMENT : | 6 | 4.00 | 0.00 | 0.12 |
| OTHER DEPARTMENT : | 10 | 1.66 | 1.00 | 0.06 |
| PROVINCES/MUNICIPALITIES : | 1 | 0.33 | 0.00 | 0.01 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 8.33 | 37.00 | 0.62 |
| LEAVE, PROFESSIONAL DEVELOP : | | 7.00 | 19.00 | 0.40 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 3.00 | 5.00 | 0.14 |
| ***** TOTALS ***** | | 99.94 | 100.00 | 4.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 28
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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