

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : MELBOURNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	302	12.00	27.00	0.93
FROM TERRITORIES :	559	16.00	30.00	1.06
B.VISITS TO CLIENTS IN TERRITORY :	107	9.00	13.33	0.49
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	0.00	3.33	0.10
MISSIONS :	5	5.00	3.33	0.15
CONFERENCE SEMINARS :	2	1.00	1.00	0.04
OTHER :	4	4.00	1.33	0.08
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	1.00	1.00	0.04
POST INITIATED :	7	4.00	0.66	0.06
E.COMMUNICATIONS ACTIVITIES :	6	2.00	0.33	0.03
F.INVESTMENT ENQUIRIES				
FROM CANADA :	11	1.00	0.00	0.01
FROM TERRITORIES :	30	2.00	1.33	0.06
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	6.66	0.20
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.00	0.00	0.01
HOST GOVERNMENT :	5	1.00	0.00	0.01
OTHER DEPARTMENT :	3	1.00	0.33	0.02
PROVINCES/MUNICIPALITIES :	15	4.00	1.66	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.00	1.66	0.26
LEAVE, PROFESSIONAL DEVELOP :		5.00	7.00	0.26
K.SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.10
***** TOTALS *****		100.00	99.95	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 36
FROM TERRIT : 179

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 16

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