

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 : MELBOURNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	182	5.00	23.66	0.76
FROM TERRITORIES :	374	6.00	28.33	0.91
B.VISITS TO CLIENTS IN TERRITORY :	55	12.00	9.00	0.39
C.EXPORT/TRADE/POLICY FAIRS :	8	7.00	10.00	0.37
PROJECTS AND EVENTS MISSIONS :	1	0.00	8.00	0.24
CONFERENCE SEMINARS :	1	0.00	0.33	0.01
OTHER :	7	4.00	1.33	0.08
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.00	0.01
POST INITIATED :	20	6.00	4.00	0.18
E.COMMUNICATIONS ACTIVITIES :	6	2.00	0.33	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	8	1.00	0.00	0.01
FROM TERRITORIES :	19	3.00	0.00	0.03
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.33	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.66	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	1.00	0.66	0.03
HOST GOVERNMENT :	5	1.00	0.00	0.01
OTHER DEPARTMENT :	8	2.00	2.00	0.08
PROVINCES/MUNICIPALITIES :	19	5.00	1.66	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	2.33	0.27
LEAVE, PROFESSIONAL DEVELOP :		5.00	7.33	0.27
K.SERVICE TO OTHER MISSION PROGRAMS :		16.00	0.00	0.16
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	2
FROM TERRIT :	38
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	37
FROM TERRIT :	165
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	4
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	3