

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

87/09/18

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : MELBOURNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	372	10.50	31.00	0.83
FROM TERRITORIES	494	9.00	28.50	0.75
B. VISITS TO CLIENTS IN TERRITORY	58	13.50	7.50	0.42
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.50	0.00	0.01
MISSIONS	8	2.00	13.00	0.30
OTHER	0	2.00	0.00	0.04
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	0	3.00	0.00	0.06
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	3	3.00	0.00	0.06
FROM TERRITORIES	6	2.50	0.50	0.06
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	1.50	0.00	0.03
CONNECTIONS ARRANGED	0	0.50	0.00	0.01
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	0	1.00	0.00	0.02
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	3	5.00	0.00	0.10
FROM OTHER GOV'T SOURCES- CONTACTS	0	0.50	0.00	0.01
- REPORTS	0	2.50	1.50	0.08
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		10.00	2.00	0.24
LEAVE, PROFESSIONAL DEVELOP		10.50	15.50	0.52
J. SERVICE TO OTHER MISSION PROGRAMS		22.50	0.50	0.46
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 55
FROM TERRIT : 319

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

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