

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : CANBERRA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	308	17.50	25.00	0.85
FROM TERRITORIES :	298	5.50	20.00	0.51
B. VISITS TO CLIENTS IN TERRITORY :	19	2.00	1.50	0.07
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	1.00	0.00	0.02
MISSIONS :	5	0.00	2.50	0.05
CONFERENCE SEMINARS :	10	3.50	2.50	0.12
OTHER :	211	17.00	5.50	0.45
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	63	10.50	7.50	0.36
POST INITIATED :	133	15.00	12.00	0.54
E. COMMUNICATIONS ACTIVITIES :	5	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	1	0.00	0.00	0.00
FROM TERRITORIES :	3	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	8	0.50	0.50	0.02
OTHER DEPARTMENT :	1	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	2	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		11.50	6.50	0.36
LEAVE, PROFESSIONAL DEVELOP :		13.00	16.00	0.58
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.50	0.07
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	3
FROM TERRIT :	8
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	34
FROM TERRIT :	11
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	2