

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : CANBERRA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	192	17.00	19.00	0.70
FROM TERRITORIES :	179	8.33	13.00	0.38
B.VISITS TO CLIENTS IN TERRITORY :	76	8.00	6.00	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	4	0.00	0.00	0.00
MISSIONS :	17	0.66	3.00	0.05
CONFERENCE SEMINARS :	12	4.00	2.00	0.14
OTHER :	120	13.66	3.00	0.44
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	21	5.66	3.00	0.20
POST INITIATED :	40	16.00	8.00	0.56
E.COMMUNICATIONS ACTIVITIES :	11	1.00	5.00	0.08
F.INVESTMENT ENQUIRIES FROM CANADA :	2	0.00	0.00	0.00
FROM TERRITORIES :	4	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	5	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.00	0.00	0.00
HOST GOVERNMENT :	32	3.33	6.00	0.16
OTHER DEPARTMENT :	13	1.66	0.00	0.05
PROVINCES/MUNICIPALITIES :	4	0.33	0.00	0.01
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	24.00	0.39
LEAVE, PROFESSIONAL DEVELOP :		9.00	2.00	0.29
K.SERVICE TO OTHER MISSION PROGRAMS :		6.33	6.00	0.25
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.96	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 20
FROM TERRIT : 29

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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