

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : CANBERRA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	431	7.50	11.50	0.38
FROM TERRITORIES :	452	3.00	11.00	0.28
B.VISITS TO CLIENTS IN TERRITORY :	34	3.00	2.00	0.10
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	0.00	0.00	0.00
MISSIONS :	5	1.50	0.50	0.04
CONFERENCE SEMINARS :	4	2.00	1.00	0.06
OTHER :	95	3.00	0.50	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	43	4.00	1.50	0.11
POST INITIATED :	57	2.50	2.00	0.09
E.COMMUNICATIONS ACTIVITIES :	31	0.50	1.00	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	7	0.00	0.00	0.00
FROM TERRITORIES :	7	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.50	0.00	0.01
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	25	1.00	1.00	0.04
OTHER DEPARTMENT :	2	0.50	0.50	0.02
PROVINCES/MUNICIPALITIES :	4	0.50	0.50	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	10.00	0.35
LEAVE, PROFESSIONAL DEVELOP :		12.50	7.00	0.39
K.SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.00	0.01
L.TOURISM PROGRAM ACTIVITIES :		50.00	50.00	2.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	10
FROM TERRIT :	49
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	8
FROM TERRIT :	37

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	2