

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : MELBOURNE

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG PERSON-QTR
A. EXPORT ENQUIRIES			
FROM CANADA :	397	9.50	30.00
FROM TERRITORIES :	420	6.00	22.00
B. VISITS TO CLIENTS IN TERRITORY	65	15.00	6.50
C. EXPORT PROMOTION PROJECTS & EVENTS			
FAIRS :	3	5.00	11.00
MISSIONS :	1	0.00	5.00
OTHER :	0	2.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	0	3.50	0.00
E. INVESTMENT/PROMOTION ENQUIRIES			
FROM CANADA :	12	3.00	0.00
FROM TERRITORIES :	8	3.50	0.50
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	1.00	0.00
CONNECTIONS ARRANGED :	0	0.50	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	1.50	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	4	4.50	1.00
FROM OTHER GOV'T SOURCES- CONTACTS :	1	1.00	0.00
- REPORTS :	0	3.00	2.00
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		8.00	3.50
LEAVE, PROFESSIONAL DEVELOP :		12.00	17.50
J. SERVICE TO OTHER MISSION PROGRAMS		21.00	1.00
***** TOTALS *****		100.00	100.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 17  
FROM TERRIT : 289

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

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