

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : MELBOURNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	411	8.00	23.33	0.78
FROM TERRITORIES :	379	9.00	27.00	0.90
B.VISITS TO CLIENTS IN TERRITORY :	95	11.00	11.66	0.46
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	1.00	0.03
MISSIONS :	8	2.00	11.66	0.37
CONFERENCE SEMINARS :	4	1.00	3.00	0.10
OTHER :	5	2.00	1.66	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.00	0.00	0.00
POST INITIATED :	17	2.00	4.66	0.16
E.COMMUNICATIONS ACTIVITIES :	4	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA :	9	1.00	1.00	0.04
FROM TERRITORIES :	20	3.00	0.00	0.03
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 :		15.00	0.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	1.00	0.00	0.01
HOST GOVERNMENT :	7	1.00	0.00	0.01
OTHER DEPARTMENT :	4	2.00	0.33	0.03
PROVINCES/MUNICIPALITIES :	16	5.00	0.66	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.00	0.66	0.19
LEAVE, PROFESSIONAL DEVELOP :		10.00	13.33	0.50
K.SERVICE TO OTHER MISSION PROGRAMS :		8.00	0.00	0.08
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 46
FROM TERRIT : 82

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

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