

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : SYDNEY

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	324	10.00	16.25	0.85
FROM TERRITORIES :	269	12.00	15.25	0.85
B. VISITS TO CLIENTS IN TERRITORY :	125	8.50	15.00	0.77
C. EXPORT/TRADE/POLICY FAIRS :	4	0.50	3.00	0.13
PROJECTS AND EVENTS MISSIONS :	3	1.00	6.25	0.27
CONFERENCE SEMINARS :	5	5.00	0.75	0.13
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	4.00	0.50	0.10
POST INITIATED :	17	2.50	0.75	0.08
E. COMMUNICATIONS ACTIVITIES :	15	1.50	0.50	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	6	0.50	0.00	0.01
FROM TERRITORIES :	8	0.50	0.25	0.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	1.00	0.00	0.02
CONNECTIONS ARRANGED :	2	0.50	0.00	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.75	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.50	0.00	0.01
HOST GOVERNMENT :	7	1.50	0.25	0.04
OTHER DEPARTMENT :	26	2.50	6.50	0.31
PROVINCES/MUNICIPALITIES :	21	2.50	2.00	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	1.25	0.30
LEAVE, PROFESSIONAL DEVELOP :		5.00	3.75	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		27.50	0.00	0.55
L. TOURISM PROGRAM ACTIVITIES :		0.50	24.00	0.97
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	13
FROM TERRIT :	40
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	30
FROM TERRIT :	231
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	21
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	4