

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : CANBERRA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	244	4.66	27.00	0.41
FROM TERRITORIES	31	1.66	1.00	0.06
B. VISITS TO CLIENTS IN TERRITORY	13	5.00	1.00	0.16
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	4	2.66	0.00	0.08
MISSIONS	1	0.33	0.00	0.01
OTHER	8	4.66	0.00	0.14
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	30	5.00	0.00	0.15
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	4	1.33	0.00	0.04
FROM TERRITORIES	6	1.00	0.00	0.03
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.33	0.00	0.01
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	35	16.66	0.00	0.50
FROM OTHER GOV'T SOURCES- CONTACTS	115	12.33	8.00	0.45
- REPORTS	9	1.33	0.00	0.04
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		23.33	59.00	1.29
LEAVE, PROFESSIONAL DEVELOP		13.66	3.00	0.44
J. SERVICE TO OTHER MISSION PROGRAMS		6.00	1.00	0.19
***** TOTALS *****		99.94	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 8
FROM TERRIT : 5

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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