

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : SYDNEY

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	297	10.50	21.00	0.84
FROM TERRITORIES :	208	12.50	11.00	0.58
B. VISITS TO CLIENTS IN TERRITORY :	116	8.50	25.66	0.94
C. EXPORT/TRADE/POLICY FAIRS :	5	4.50	3.33	0.19
PROJECTS AND EVENTS MISSIONS :	3	4.00	1.66	0.13
CONFERENCE SEMINARS :	5	2.00	0.33	0.05
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	2.50	0.00	0.05
POST INITIATED :	16	3.50	0.00	0.07
E. COMMUNICATIONS ACTIVITIES :	12	0.00	0.33	0.01
F. INVESTMENT ENQUIRIES FROM CANADA :	10	0.50	0.33	0.02
FROM TERRITORIES :	6	0.50	0.33	0.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	1.00	0.00	0.02
CONNECTIONS ARRANGED :	4	0.50	0.00	0.01
H. PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	0.50	0.00	0.01
HOST GOVERNMENT :	11	1.00	1.00	0.05
OTHER DEPARTMENT :	16	1.50	3.00	0.12
PROVINCES/MUNICIPALITIES :	15	3.00	2.00	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	1.66	0.15
LEAVE, PROFESSIONAL DEVELOP :		12.50	0.00	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		23.50	1.66	0.52
L. TOURISM PROGRAM ACTIVITIES :		2.50	26.66	0.85
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	7
FROM TERRIT :	20
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	32
FROM TERRIT :	120

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	19
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	3