

## MCU Daily Activity and Status Report - 1 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
									VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	760	-	-	-	126	-	-	-	413	-	-	-	473
Hard copy correspondence - analysis	0	17	127	144	25	69	8	102	25	86	0	111	0	0	135	135
Hard copy correspondence - registration and allocation of Gen Reps	-	424	-	424	-	86	-	86	-	33	-	33	-	477	-	477
																1085

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

## MCU Daily Activity and Status Report - 2 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
									Throughput*				Items Outstanding as at COB			
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	473	-	-	-	129	-	-	-	233	-	-	-	369
Hard copy correspondence - analysis	0	0	135	135	54	68	3	125	54	68	0	122	0	0	141	141
Hard copy correspondence - registration and allocation of Gen Reps	-	477	-	477	-	68	-	68	-	21	-	21	-	524	-	524
																1034

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

## MCU Daily Activity and Status Report - 3 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
PM emails - analysis, registration and allocation	-	-	-	369	-	-	-	1116	-	-	-	1209	-	-	-	276
Hard copy correspondence - analysis	0	0	141	141	39	46	2	87	39	16	0	55	0	30	143	173
Hard copy correspondence - registration and allocation of Gen Reps	-	524	-	524	-	16	-	16	-	8	-	8	-	532	-	532
<b>Total</b>				<b>1034</b>				<b>1219</b>				<b>1272</b>				<b>981</b>

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

### Comments:

1116 PM emails were received in the 24 hour period (5.00pm to 5.00pm). This compares with 129 the previous day and 1024 emails received in the 7 day period to 1 December. One topic (Live Sheep Exports) dominated the figures.

## MCU Daily Activity and Status Report - 6 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
									VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	276	-	-	-	3094	-	-	-	1292	-	-	-	2078
Hard copy correspondence - analysis	0	30	143	173	24	16	0	40	24	46	0	70	0	0	173	173
Hard copy correspondence - registration and allocation of Gen Reps	-	532	-	532	-	46	-	46	-	0	-	0	-	578	-	578
<b>Total</b>				<b>981</b>				<b>3180</b>				<b>1362</b>				<b>2829</b>

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

Comments: A very large number of PM emails have been received since last Thursday. This has resulted in the number of outstanding items increasing threefold over the three day period.

## MCU Daily Activity and Status Report - 7 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
									VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	2078	-	-	-	925	-	-	-	1509	-	-	-	1494
Hard copy correspondence - analysis	0	0	173	173	37	93	6	136	37	93	47	177	0	0	132	132
Hard copy correspondence - registration and allocation of Gen Reps	-	578	-	578	-	93	-	93	-	32	-	32	-	639	-	639
<b>Total</b>				<b>2829</b>				<b>1154</b>				<b>1718</b>				<b>2265</b>

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

## MCU Daily Activity and Status Report - 8 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
									VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	1494	-	-	-	676	-	-	-	1080	-	-	-	1090
Hard copy correspondence - analysis	0	0	132	132	36	65	2	103	36	65	0	101	0	0	134	134
Hard copy correspondence - registration and allocation of Gen Reps	-	639	-	639	-	65	-	65	-	0	-	0	-	704	-	704
<b>Total</b>				<b>2265</b>				<b>844</b>				<b>1181</b>				<b>1928</b>

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

## MCU Daily Activity and Status Report - 13 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
PM emails - analysis, registration and allocation	-	-	-	763	-	-	-	633	-	-	-	691	-	-	-	705
Hard copy correspondence - analysis	0	73	140	213	28	84	13	125	28	98	6	132	0	59	147	206
Hard copy correspondence - registration and allocation of Gen Reps	-	771	-	771	-	98	-	98	-	0	-	0	-	869	-	869
<b>Total</b>																1780

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

Comments:

## MCU Daily Activity and Status Report - 15 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
PM emails - analysis, registration and allocation	-	-	-	892	-	-	-	247	-	-	-	122	-	-	-	1017
Hard copy correspondence - analysis	23	132	150	305	44	149	7	200	67	0	0	67	0	281	157	438
Hard copy correspondence - registration and allocation of Gen Reps	-	858	-	858	-	0	-	0	-	25	-	25	-	833	-	833
<b>Total</b>				<b>2055</b>				<b>447</b>				<b>214</b>				<b>2288</b>

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.



## MCU Daily Activity and Status Report - 16 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
									Throughput*				Items Outstanding as at COB			
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	1017	-	-	-	244	-	-	-	77	-	-	-	1184
Hard copy correspondence - analysis	0	281	157	438	41	161	3	205	41	78	0	119	0	364	160	524
Hard copy correspondence - registration and allocation of Gen Reps	-	833	-	833	-	78	-	78	-	78	-	78	-	833	-	833
<b>Total</b>				<b>2288</b>				<b>449</b>	<b>**</b>			<b>274</b>				<b>2541</b>

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

\*\*Total daily incoming figure is based on total number of NEW correspondence items received in the Department and therefore excludes items which have been analysed but are yet to be registered (Row 3)

## MCU Daily Activity and Status Report - 17 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
PM emails - analysis, registration and allocation	-	-	-	1184	-	-	-	225	-	-	-	623	-	-	-	786
Hard copy correspondence - analysis	0	364	160	524	34	101	2	137	34	51	0	85	0	414	162	576
Hard copy correspondence - registration and allocation of Gen Reps	-	833	-	833	-	51	-	51	-	51	-	51	-	833	-	833
<b>Total</b>				<b>2541</b>				<b>311</b>				<b>759</b>				<b>2195</b>

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

\*\*Total daily incoming figure is based on total number of NEW correspondence items received in the Department and therefore excludes items which have been analysed but are yet to be registered (Row 3)

## MCU Daily Activity and Status Report - 20 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
									Throughput*				Items Outstanding as at COB			
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	786	-	-	-	393	-	-	-	223	-	-	-	956
Hard copy correspondence - analysis	0	414	162	576	42	169	4	215	42	79	0	121	0	504	166	670
Hard copy correspondence - registration and allocation of Gen Reps	-	833	-	833	-	79	-	79	-	99	-	99	-	813	-	813
<b>Total</b>				<b>2195</b>				<b>608</b>				<b>443</b>				<b>2439</b>

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

\*\*Total daily incoming figure is based on total number of NEW correspondence items received in the Department and therefore excludes items which have been analysed but are yet to be registered (Row 3)

## MCU Daily Activity and Status Report - 21 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
PM emails - analysis, registration and allocation	-	-	-	956	-	-	-	137	-	-	-	498	-	-	-	595
Hard copy correspondence - analysis	0	504	166	670	46	76	3	125	46	23	0	69	0	580	169	749
Hard copy correspondence - registration and allocation of Gen Reps	-	813	-	813	-	23	-	23	-	23	-	23	-	813	-	813
<b>Total</b>				<b>2439</b>				<b>262</b>	**			<b>590</b>				<b>2157</b>

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

\*\*Total daily incoming figure is based on total number of NEW correspondence items received in the Department and therefore excludes items which have been analysed but are yet to be registered (Row 3)

## MCU Daily Activity and Status Report - 22 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
									VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	595	-	-	-	112	-	-	-	624	-	-	-	83
Hard copy correspondence - analysis	0	580	169	749	50	204	5	259	50	103	0	153	0	681	174	855
Hard copy correspondence - registration and allocation of Gen Reps	-	813	-	813	-	103	-	103	-	137	-	137	-	779	-	779
<b>Total</b>				<b>2157</b>				<b>371</b>	<b>**</b>							<b>1717</b>

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

\*\*Total daily incoming figure is based on total number of NEW correspondence items received in the Department and therefore excludes items which have been analysed but are yet to be registered (Row 3)

## MCU Daily Activity and Status Report - 23 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
PM emails - analysis, registration and allocation	-	-	-	83	-	-	-	128	-	-	-	183	-	-	-	28
Hard copy correspondence - analysis	0	681	174	855	38	138	2	178	0	96	0	96	38	723	176	937
Hard copy correspondence - registration and allocation of Gen Reps	-	779	-	779	-	96	-	96	-	112	-	112	-	763	-	763
<b>Total</b>				<b>1717</b>				<b>306</b>	**			<b>391</b>				<b>1728</b>

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

\*\*Total daily incoming figure is based on total number of NEW correspondence items received in the Department and therefore excludes items which have been analysed but are yet to be registered (Row 3)

## MCU Daily Activity and Status Report - 24 Dec 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
PM emails - analysis, registration and allocation	-	-	-	28	-	-	-	75	-	-	-	103	-	-	-	0
Hard copy correspondence - analysis	38	723	176	937	31	15	0	46	31	11	0	42	0	727	176	903
Hard copy correspondence - registration and allocation of Gen Reps	-	763	-	763	-	11	-	11	-	11	-	11	-	763	-	763
<b>Total</b>				<b>1728</b>				<b>121</b>				<b>156</b>				<b>1666</b>

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.

\*\*Total daily incoming figure is based on total number of NEW correspondence items received in the Department and therefore excludes items which have been analysed but are yet to be registered (Row 3)