

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : ROME

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	169	15.00	26.00	1.08
FROM TERRITORIES :	147	4.00	15.00	0.53
B.VISITS TO CLIENTS IN TERRITORY :	24	6.50	8.33	0.38
C.EXPORT/TRADE/POLICY FAIRS :	2	0.00	2.66	0.08
PROJECTS AND EVENTS MISSIONS :	2	0.00	7.33	0.22
CONFERENCE SEMINARS :	9	7.50	7.00	0.36
OTHER :	3	10.00	3.33	0.30
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	13.50	2.33	0.34
POST INITIATED :	12	6.00	4.33	0.25
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	1	2.50	0.66	0.07
FROM TERRITORIES :	14	3.50	2.00	0.13
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.50	1.66	0.14
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	1.00	1.00	0.05
HOST GOVERNMENT :	9	1.00	2.66	0.10
OTHER DEPARTMENT :	19	7.50	6.00	0.33
PROVINCES/MUNICIPALITIES :	2	1.00	1.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.50	3.33	0.37
LEAVE, PROFESSIONAL DEVELOP :		0.00	3.66	0.11
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	1.66	0.11
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 33

FROM TERRIT : 15

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 14

FROM TERRIT : 32

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 3