

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	506	6.66	18.33	0.75
FROM TERRITORIES :	448	3.66	11.33	0.45
B. VISITS TO CLIENTS IN TERRITORY :	53	3.00	4.66	0.23
C. EXPORT/TRADE/POLICY FAIRS :	2	3.00	10.33	0.40
PROJECTS AND EVENTS MISSIONS :	5	4.00	14.00	0.54
CONFERENCE SEMINARS :	1	0.00	3.33	0.10
OTHER :	3	2.33	1.66	0.12
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	6.66	4.66	0.34
POST INITIATED :	2	1.66	1.00	0.08
E. COMMUNICATIONS ACTIVITIES :	21	1.00	2.00	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	7	1.66	0.00	0.05
FROM TERRITORIES :	15	2.33	2.00	0.13
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.33	0.01
CONNECTIONS ARRANGED :	10	1.66	0.00	0.05
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	6.00	0.18
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	7	3.66	0.33	0.12
HOST GOVERNMENT :	1	0.66	0.33	0.03
OTHER DEPARTMENT :	8	5.66	0.00	0.17
PROVINCES/MUNICIPALITIES :	4	3.33	0.00	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		18.33	0.00	0.55
LEAVE, PROFESSIONAL DEVELOP :		18.66	19.66	1.15
K. SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.30
L. TOURISM PROGRAM ACTIVITIES :		2.00	0.00	0.06
***** TOTALS *****		99.92	99.95	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 9

FROM TERRIT : 16

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 26

FROM TERRIT : 104

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 9

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 3

-LOCALLY ENGAGED : 3