

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : MILAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	304	18.66	17.25	1.25
FROM TERRITORIES :	240	3.33	18.75	0.85
B. VISITS TO CLIENTS IN TERRITORY :	148	9.66	20.75	1.12
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	3.00	6.25	0.34
MISSIONS :	7	7.66	1.25	0.28
CONFERENCE SEMINARS :	3	1.00	0.50	0.05
OTHER :	1	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.33	2.50	0.11
POST INITIATED :	4	1.00	0.50	0.05
E. COMMUNICATIONS ACTIVITIES :	10	0.66	3.75	0.17
F. INVESTMENT ENQUIRIES				
FROM CANADA :	68	12.33	2.00	0.45
FROM TERRITORIES :	29	7.00	6.50	0.47
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	21	6.00	7.00	0.46
CONNECTIONS ARRANGED :	4	0.00	1.25	0.05
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	1.00	0.19
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	1.33	1.25	0.09
HOST GOVERNMENT :	4	1.66	0.00	0.05
OTHER DEPARTMENT :	15	3.66	1.00	0.15
PROVINCES/MUNICIPALITIES :	14	3.00	1.25	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		8.33	1.25	0.30
LEAVE, PROFESSIONAL DEVELOP :		0.00	6.00	0.24
K. SERVICE TO OTHER MISSION PROGRAMS :		6.33	0.00	0.19
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	27
	FROM TERRIT :	2
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	103
	FROM TERRIT :	83
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	19
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	4