

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : ROME

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	170	12.50	24.33	0.98
FROM TERRITORIES :	146	10.00	10.00	0.50
B.VISITS TO CLIENTS IN TERRITORY :	36	5.00	8.33	0.35
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	6	4.00	8.33	0.33
MISSIONS :	1	0.00	5.00	0.15
CONFERENCE SEMINARS :	6	2.50	5.00	0.20
OTHER :	2	2.50	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	17.50	4.33	0.48
POST INITIATED :	16	6.00	5.66	0.29
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	1	2.50	0.00	0.05
FROM TERRITORIES :	13	5.00	1.66	0.15
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	1.66	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	10	0.00	1.66	0.05
HOST GOVERNMENT :	10	0.50	3.00	0.10
OTHER DEPARTMENT :	23	10.00	3.33	0.30
PROVINCES/MUNICIPALITIES :	3	0.00	2.00	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	7.00	0.53
LEAVE, PROFESSIONAL DEVELOP :		2.00	8.66	0.30
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.08
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	8
	FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	19
	FROM TERRIT :	20
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	11
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	3