

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : MILAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 339	14.66	16.00	1.08
FROM TERRITORIES	: 379	2.66	14.00	0.64
B. VISITS TO CLIENTS IN TERRITORY	: 153	8.33	13.25	0.78
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 18	6.00	12.00	0.66
MISSIONS	: 7	6.66	0.50	0.22
CONFERENCE SEMINARS	: 7	1.00	0.75	0.06
OTHER	: 1	0.00	0.50	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 5	1.00	1.50	0.09
POST INITIATED	: 6	3.33	1.50	0.16
E. COMMUNICATIONS ACTIVITIES	: 4	1.66	1.25	0.10
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 40	7.33	2.75	0.33
FROM TERRITORIES	: 61	10.00	6.25	0.55
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 11	2.00	18.25	0.79
CONNECTIONS ARRANGED	: 8	1.66	1.25	0.10
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 0	0.00	0.00	0.00
HOST GOVERNMENT	: 2	6.00	0.50	0.20
OTHER DEPARTMENT	: 2	1.66	0.00	0.05
PROVINCES/MUNICIPALITIES	: 1	2.00	1.50	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 11	11.00	0.00	0.33
LEAVE, PROFESSIONAL DEVELOP	: 6	5.66	8.25	0.50
K. SERVICE TO OTHER MISSION PROGRAMS	: 7	7.33	0.00	0.22
L. TOURISM PROGRAM ACTIVITIES	: 0	0.00	0.00	0.00
***** TOTALS *****		99.94	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 13
	FROM TERRIT	: 3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 58
	FROM TERRIT	: 76
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 4
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 3
	-LOCALLY ENGAGED	: 4