

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	290	16.33	17.25	1.18
FROM TERRITORIES :	233	2.33	13.25	0.60
B. VISITS TO CLIENTS IN TERRITORY :	144	7.66	17.25	0.92
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	13	4.66	11.75	0.61
MISSIONS :	3	4.00	1.75	0.19
CONFERENCE SEMINARS :	10	2.66	1.75	0.15
OTHER :	1	0.33	1.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	2.50	0.13
POST INITIATED :	10	2.33	2.50	0.17
E. COMMUNICATIONS ACTIVITIES :	6	2.33	0.50	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	38	8.33	1.50	0.31
FROM TERRITORIES :	43	9.00	5.00	0.47
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	9	2.33	1.00	0.11
CONNECTIONS ARRANGED :	26	1.66	6.50	0.31
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	3.50	0.29
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	0.66	0.00	0.02
HOST GOVERNMENT :	14	2.00	0.00	0.06
OTHER DEPARTMENT :	20	3.66	0.00	0.11
PROVINCES/MUNICIPALITIES :	16	2.00	1.50	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		11.66	0.00	0.35
LEAVE, PROFESSIONAL DEVELOP :		3.66	11.50	0.57
K. SERVICE TO OTHER MISSION PROGRAMS :		6.33	0.00	0.19
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.92	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	16
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	63
	FROM TERRIT :	119

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	16
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	4