

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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		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.:		11.00	0.00	0.33
LEAVE, PROFESSIONAL DEVELOP :		5.66	8.25	0.50
K.SERVICE TO OTHER MISSION PROGRAMS :		7.33	0.00	0.22
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 :	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