

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : MILAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	256	16.33	15.75	1.12
FROM TERRITORIES :	168	2.33	12.50	0.57
B. VISITS TO CLIENTS IN TERRITORY :	142	8.00	17.50	0.94
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	3.00	1.75	0.16
MISSIONS :	7	3.33	3.25	0.23
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	2	0.00	1.25	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.00	1.25	0.11
POST INITIATED :	6	2.33	2.75	0.18
E. COMMUNICATIONS ACTIVITIES :	6	1.66	1.25	0.10
F. INVESTMENT ENQUIRIES FROM CANADA :	32	7.00	2.50	0.31
FROM TERRITORIES :	139	10.66	9.75	0.71
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	3.33	6.25	0.35
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.03
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.66	0.00	0.05
HOST GOVERNMENT :	9	1.33	0.00	0.04
OTHER DEPARTMENT :	7	0.33	0.00	0.01
PROVINCES/MUNICIPALITIES :	10	2.00	0.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	0.00	0.39
LEAVE, PROFESSIONAL DEVELOP :		16.00	24.25	1.45
K. SERVICE TO OTHER MISSION PROGRAMS :		4.66	0.00	0.14
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	14
	FROM TERRIT :	8
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	32
	FROM TERRIT :	65
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	19
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	4