

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : ROME

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	313	25.00	33.33	1.50
FROM TERRITORIES :	233	5.00	18.33	0.65
B.VISITS TO CLIENTS IN TERRITORY :	51	10.00	7.66	0.43
C.EXPORT/TRADE/POLICY FAIRS :	2	2.50	1.00	0.08
PROJECTS AND EVENTS MISSIONS :	3	5.00	6.66	0.30
CONFERENCE SEMINARS :	3	2.50	3.33	0.15
OTHER :	1	2.50	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	5.00	8.33	0.35
POST INITIATED :	4	5.00	0.33	0.11
E.COMMUNICATIONS ACTIVITIES :	1	2.50	0.66	0.07
F.INVESTMENT ENQUIRIES FROM CANADA :	15	2.50	0.00	0.05
FROM TERRITORIES :	15	2.50	0.00	0.05
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	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	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	12	0.00	4.33	0.13
HOST GOVERNMENT :	16	1.00	0.33	0.03
OTHER DEPARTMENT :	55	7.50	9.00	0.42
PROVINCES/MUNICIPALITIES :	12	1.50	0.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	4.00	0.32
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.66	0.08
K.SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.20
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 :	18
FROM TERRIT :	5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	71
FROM TERRIT :	29

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 7

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	3