

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : ROME

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	203	35.00	31.33	1.64
FROM TERRITORIES :	145	2.50	20.00	0.65
B. VISITS TO CLIENTS IN TERRITORY :	21	7.50	7.00	0.36
C. EXPORT/TRADE/POLICY FAIRS :	4	0.00	1.66	0.05
PROJECTS AND EVENTS MISSIONS :	6	0.00	10.00	0.30
CONFERENCE SEMINARS :	2	0.00	1.00	0.03
OTHER :	2	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	5.00	9.33	0.38
POST INITIATED :	7	5.00	2.33	0.17
E. COMMUNICATIONS ACTIVITIES :	0	2.50	0.66	0.07
F. INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	18	2.50	2.66	0.13
HOST GOVERNMENT :	6	0.00	2.33	0.07
OTHER DEPARTMENT :	17	5.00	4.66	0.24
PROVINCES/MUNICIPALITIES :	1	0.00	1.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	4.00	0.52
LEAVE, PROFESSIONAL DEVELOP :		2.50	2.00	0.11
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	99.96	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	13
FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	18
FROM TERRIT :	27
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	13
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	3