

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

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

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	327	17.33	17.33	1.04
FROM TERRITORIES :	637	3.66	24.33	0.84
B.VISITS TO CLIENTS IN TERRITORY :	112	6.00	11.33	0.52
C.EXPORT/TRADE/POLICY FAIRS :	8	4.66	9.00	0.41
PROJECTS AND EVENTS MISSIONS :	0	1.00	1.00	0.06
CONFERENCE SEMINARS :	7	3.00	2.66	0.17
OTHER :	1	1.66	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.33	0.00	0.07
POST INITIATED :	8	2.33	3.00	0.16
E.COMMUNICATIONS ACTIVITIES :	1	0.00	0.33	0.01
F.INVESTMENT ENQUIRIES FROM CANADA :	52	9.66	0.33	0.30
FROM TERRITORIES :	57	7.33	1.00	0.25
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	1.66	16.00	0.53
CONNECTIONS ARRANGED :	2	1.66	0.00	0.05
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		10.33	1.66	0.36
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	16	3.00	0.00	0.09
OTHER DEPARTMENT :	8	1.33	0.33	0.05
PROVINCES/MUNICIPALITIES :	12	2.00	0.33	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	0.00	0.27
LEAVE, PROFESSIONAL DEVELOP :		4.00	11.33	0.46
K.SERVICE TO OTHER MISSION PROGRAMS :		6.66	0.00	0.20
L.TOURISM PROGRAM ACTIVITIES :		1.33	0.00	0.04
***** TOTALS *****		99.93	99.96	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	13
FROM TERRIT :	1
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	104
FROM TERRIT :	83
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	10
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	3