

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	563	15.00	19.00	1.21
FROM TERRITORIES :	987	4.00	25.75	1.15
B. VISITS TO CLIENTS IN TERRITORY :	170	11.33	18.25	1.07
C. EXPORT/TRADE/POLICY FAIRS :	2	3.33	2.00	0.18
PROJECTS AND EVENTS MISSIONS :	3	1.00	4.25	0.20
CONFERENCE SEMINARS :	3	5.00	2.50	0.25
OTHER :	2	0.33	0.00	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.00	0.50	0.02
POST INITIATED :	13	4.00	7.00	0.40
E. COMMUNICATIONS ACTIVITIES :	1	0.00	1.00	0.04
F. INVESTMENT ENQUIRIES FROM CANADA :	71	7.33	4.25	0.39
FROM TERRITORIES :	145	12.33	8.25	0.70
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	2.00	0.00	0.06
CONNECTIONS ARRANGED :	3	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		6.33	0.00	0.19
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	6	1.66	0.00	0.05
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	8	1.00	0.25	0.04
PROVINCES/MUNICIPALITIES :	20	1.33	1.75	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.50	0.47
LEAVE, PROFESSIONAL DEVELOP :		0.66	4.75	0.21
K. SERVICE TO OTHER MISSION PROGRAMS :		6.66	0.00	0.20
L. TOURISM PROGRAM ACTIVITIES :		1.66	0.00	0.05
***** TOTALS *****		99.95	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	21
FROM TERRIT :	9
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	79
FROM TERRIT :	202
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	8
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	4