

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	681	9.00	23.00	1.19
FROM TERRITORIES :	952	6.33	18.50	0.93
B. VISITS TO CLIENTS IN TERRITORY :	63	7.33	7.75	0.53
C. EXPORT/TRADE/POLICY FAIRS :	5	3.33	16.50	0.76
PROJECTS AND EVENTS MISSIONS :	4	3.33	3.00	0.22
CONFERENCE SEMINARS :	2	0.66	1.75	0.09
OTHER :	5	2.33	0.75	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	7.66	1.25	0.28
POST INITIATED :	10	3.00	4.00	0.25
E. COMMUNICATIONS ACTIVITIES :	14	2.33	1.00	0.11
F. INVESTMENT ENQUIRIES FROM CANADA :	9	2.00	1.00	0.10
FROM TERRITORIES :	41	5.33	2.50	0.26
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.75	0.03
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	6.00	0.36
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	12	2.66	0.75	0.11
HOST GOVERNMENT :	8	0.00	0.50	0.02
OTHER DEPARTMENT :	4	1.00	0.75	0.06
PROVINCES/MUNICIPALITIES :	19	3.33	0.50	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		19.33	0.00	0.58
LEAVE, PROFESSIONAL DEVELOP :		4.00	9.75	0.51
K. SERVICE TO OTHER MISSION PROGRAMS :		11.33	0.00	0.34
L. TOURISM PROGRAM ACTIVITIES :		1.66	0.00	0.05
***** TOTALS *****		99.94	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 8

FROM TERRIT : 8

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 119

FROM TERRIT : 289

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 3

-LOCALLY ENGAGED : 4