

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 : ROME

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	186	35.00	29.33	1.58
FROM TERRITORIES :	168	2.50	20.00	0.65
B. VISITS TO CLIENTS IN TERRITORY :	23	2.50	6.66	0.25
C. EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	5	0.00	2.66	0.08
CONFERENCE SEMINARS :	5	0.00	3.33	0.10
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	31	15.00	12.66	0.68
POST INITIATED :	4	5.00	4.00	0.22
E. COMMUNICATIONS ACTIVITIES :	0	2.50	0.00	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	14	2.50	2.33	0.12
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 :		0.00	3.33	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	19	2.50	4.33	0.18
HOST GOVERNMENT :	9	0.00	2.33	0.07
OTHER DEPARTMENT :	21	5.00	5.00	0.25
PROVINCES/MUNICIPALITIES :	4	2.50	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.66	0.32
LEAVE, PROFESSIONAL DEVELOP :		0.00	3.33	0.10
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 :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	14
FROM TERRIT :	17
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	10
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	3