

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : MILAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	509	5.33	22.00	1.04
FROM TERRITORIES :	738	4.00	20.75	0.95
B.VISITS TO CLIENTS IN TERRITORY :	69	10.00	6.50	0.56
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	3	0.33	11.50	0.47
MISSIONS :	1	0.00	1.50	0.06
CONFERENCE SEMINARS :	1	0.00	1.75	0.07
OTHER :	1	1.66	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	5.00	2.50	0.25
POST INITIATED :	20	8.66	6.00	0.50
E.COMMUNICATIONS ACTIVITIES :	24	7.33	3.25	0.35
F.INVESTMENT ENQUIRIES FROM CANADA :	29	5.66	1.25	0.22
FROM TERRITORIES :	43	5.00	4.75	0.34
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	0.33	2.50	0.11
CONNECTIONS ARRANGED :	2	0.00	0.25	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.66	3.75	0.26
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	6	0.66	1.50	0.08
HOST GOVERNMENT :	3	0.00	0.50	0.02
OTHER DEPARTMENT :	9	2.00	1.50	0.12
PROVINCES/MUNICIPALITIES :	14	1.33	1.75	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.33	3.00	0.73
LEAVE, PROFESSIONAL DEVELOP :		9.66	3.50	0.43
K.SERVICE TO OTHER MISSION PROGRAMS :		8.33	0.00	0.25
L.TOURISM PROGRAM ACTIVITIES :		0.66	0.00	0.02

***** TOTALS *****

99.93 100.00 7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	11
FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	50
FROM TERRIT :	342
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	4