

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	440	9.33	22.75	1.19
FROM TERRITORIES :	484	4.33	14.25	0.70
B.VISITS TO CLIENTS IN TERRITORY :	57	8.00	6.25	0.49
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	7.75	0.31
MISSIONS :	4	0.00	9.50	0.38
CONFERENCE SEMINARS :	0	0.00	0.25	0.01
OTHER :	4	7.33	2.50	0.32
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.00	1.75	0.07
POST INITIATED :	6	2.33	2.25	0.16
E.COMMUNICATIONS ACTIVITIES :	8	0.00	3.50	0.14
F.INVESTMENT ENQUIRIES FROM CANADA :	7	0.66	3.50	0.16
FROM TERRITORIES :	9	0.00	3.00	0.12
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.66	1.75	0.09
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.00	0.50	0.02
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	4	1.33	0.50	0.06
PROVINCES/MUNICIPALITIES :	16	2.33	1.75	0.14
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		18.33	0.00	0.55
LEAVE, PROFESSIONAL DEVELOP :		38.66	18.25	1.89
K.SERVICE TO OTHER MISSION PROGRAMS :		6.66	0.00	0.20
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	13
	FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	31 ^{1/2}
	FROM TERRIT :	391
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	4