

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : ROME

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	238	12.50	31.33	1.19
FROM TERRITORIES :	230	3.50	22.00	0.73
B.VISITS TO CLIENTS IN TERRITORY :	30	9.00	4.00	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	2.50	1.33	0.09
MISSIONS :	5	0.00	10.00	0.30
CONFERENCE SEMINARS :	7	7.50	1.66	0.20
OTHER :	12	5.00	0.00	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	25.00	2.66	0.58
POST INITIATED :	27	5.00	8.33	0.35
E.COMMUNICATIONS ACTIVITIES :	3	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	9	2.50	1.00	0.08
FROM TERRITORIES :	11	0.50	2.00	0.07
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.33	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	13	2.00	2.00	0.10
HOST GOVERNMENT :	10	0.00	2.00	0.06
OTHER DEPARTMENT :	26	2.50	5.00	0.20
PROVINCES/MUNICIPALITIES :	5	0.50	0.66	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	1.66	0.30
LEAVE, PROFESSIONAL DEVELOP :		5.00	1.00	0.13
K.SERVICE TO OTHER MISSION PROGRAMS :		4.50	0.00	0.09
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.96	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	10
	FROM TERRIT :	12
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	9
	FROM TERRIT :	27
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		1
NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED :	2
	- LOCALLY ENGAGED :	3