

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : ROME

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	221	14.00	27.66	1.11
FROM TERRITORIES :	202	2.50	21.66	0.70
B. VISITS TO CLIENTS IN TERRITORY :	26	3.50	7.66	0.30
C. EXPORT/TRADE/POLICY FAIRS :	1	0.50	0.00	0.01
PROJECTS AND EVENTS MISSIONS :	6	10.00	2.66	0.28
CONFERENCE SEMINARS :	1	2.50	0.00	0.05
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	4.00	7.33	0.30
POST INITIATED :	17	0.50	4.33	0.14
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	1	1.00	0.66	0.04
FROM TERRITORIES :	12	2.50	2.00	0.11
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 :		7.50	0.00	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	18	0.00	2.66	0.08
HOST GOVERNMENT :	8	0.50	2.00	0.07
OTHER DEPARTMENT :	15	1.00	3.33	0.12
PROVINCES/MUNICIPALITIES :	1	0.00	0.66	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		25.00	1.66	0.55
LEAVE, PROFESSIONAL DEVELOP :		24.00	14.33	0.91
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	1.33	0.06
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.93	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 7

FROM TERRIT : 10

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 16

FROM TERRIT : 32

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 1

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 3