

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : ROME

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	379	25.00	37.66	1.63
FROM TERRITORIES :	264	5.00	25.00	0.85
B.VISITS TO CLIENTS IN TERRITORY :	15	12.50	6.00	0.43
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	2.50	0.66	0.07
MISSIONS :	2	5.00	1.33	0.14
CONFERENCE SEMINARS :	4	2.50	1.66	0.10
OTHER :	3	2.50	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	5.00	10.00	0.40
POST INITIATED :	3	2.50	3.33	0.15
E.COMMUNICATIONS ACTIVITIES :	2	0.00	0.66	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	5.00	0.00	0.10
FROM TERRITORIES :	2	5.00	0.00	0.10
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 :	15	0.00	3.00	0.09
HOST GOVERNMENT :	4	3.50	0.66	0.09
OTHER DEPARTMENT :	18	5.00	2.66	0.18
PROVINCES/MUNICIPALITIES :	7	6.50	0.00	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	4.00	0.27
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
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 :	7
	FROM TERRIT :	5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	20
	FROM TERRIT :	12
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		5
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	3