

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : ROME

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	251	25.00	34.00	1.52
FROM TERRITORIES :	174	5.00	21.33	0.74
B.VISITS TO CLIENTS IN TERRITORY :	54	12.50	8.33	0.50
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	2.50	0.00	0.05
MISSIONS :	7	5.00	0.66	0.12
CONFERENCE SEMINARS :	3	2.50	1.66	0.10
OTHER :	2	2.50	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	5.00	10.00	0.40
POST INITIATED :	4	2.50	5.00	0.20
E.COMMUNICATIONS ACTIVITIES :	2	0.00	4.00	0.12
F.INVESTMENT ENQUIRIES				
FROM CANADA :	15	5.00	0.00	0.10
FROM TERRITORIES :	15	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.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	13	0.00	2.00	0.06
HOST GOVERNMENT :	16	3.50	0.66	0.09
OTHER DEPARTMENT :	53	5.00	3.33	0.20
PROVINCES/MUNICIPALITIES :	13	6.50	1.66	0.18
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.66	0.22
LEAVE, PROFESSIONAL DEVELOP :		0.00	6.66	0.20
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
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 : 10
FROM TERRIT : 8
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 8
FROM TERRIT : 13

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 4

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2
-LOCALLY ENGAGED : 3