

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	387	16.66	17.25	1.19
FROM TERRITORIES :	406	3.66	15.00	0.71
B. VISITS TO CLIENTS IN TERRITORY :	152	9.66	15.00	0.89
C. EXPORT/TRADE/POLICY FAIRS :	2	0.00	9.75	0.39
PROJECTS AND EVENTS MISSIONS :	0	0.00	1.50	0.06
CONFERENCE SEMINARS :	1	1.66	0.00	0.05
OTHER :	8	7.00	0.00	0.21
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.33	2.25	0.13
POST INITIATED :	17	4.00	3.75	0.27
E. COMMUNICATIONS ACTIVITIES :	4	1.00	1.25	0.08
F. INVESTMENT ENQUIRIES FROM CANADA :	75	9.33	9.50	0.66
FROM TERRITORIES :	98	10.00	2.50	0.40
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	19	2.00	0.00	0.06
CONNECTIONS ARRANGED :	10	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	11.25	0.45
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	6	1.33	0.00	0.04
HOST GOVERNMENT :	24	3.33	0.50	0.12
OTHER DEPARTMENT :	17	2.66	0.50	0.10
PROVINCES/MUNICIPALITIES :	26	2.66	2.00	0.16
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		13.33	7.25	0.69
LEAVE, PROFESSIONAL DEVELOP :		2.00	0.75	0.09
K. SERVICE TO OTHER MISSION PROGRAMS :		6.66	0.00	0.20
L. TOURISM PROGRAM ACTIVITIES :		1.66	0.00	0.05
***** TOTALS *****		99.93	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	25
FROM TERRIT :	6
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	65
FROM TERRIT :	181
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	6
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	4