

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : MILAN

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	525	2.46	20.00	0.86
FROM TERRITORIES	635	10.00	17.33	0.88
B. VISITS TO CLIENTS IN TERRITORY	70	6.66	17.00	0.71
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	7	4.66	4.33	0.27
MISSIONS	5	13.33	16.66	0.90
OTHER	7	3.33	6.66	0.30
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	0	0.00	0.00	0.00
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	6	1.66	1.33	0.09
FROM TERRITORIES	30	11.66	4.66	0.64
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	34	2.46	2.33	0.27
CONNECTIONS ARRANGED	20	11.66	1.00	0.38
G. PARTICIPATION IN PROG-RELATED EVENT IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	0	1.66	0.00	0.05
FROM OTHER GOV'T SOURCES- CONTACTS	20	4.66	0.00	0.20
- REPORTS	2	0.00	0.00	0.00
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		10.00	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP		0.00	1.66	0.05
J. SERVICE TO OTHER MISSION PROGRAMS		3.33	0.00	0.10
***** TOTALS *****		99.93	99.96	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 113  
FROM TERRIT : 141

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 27

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASFD : 3  
- LOCALLY-ENGAGED : 3