

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	228	3.00	16.00	0.57
FROM TERRITORIES :	259	1.00	13.00	0.42
B.VISITS TO CLIENTS IN TERRITORY :	61	5.00	10.00	0.45
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	2.00	13.00	0.45
MISSIONS :	9	8.00	15.00	0.69
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	1.00	0.00	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.00	0.00	0.03
POST INITIATED :	6	7.00	0.00	0.21
E.COMMUNICATIONS ACTIVITIES :	11	1.00	2.00	0.09
F.INVESTMENT ENQUIRIES				
FROM CANADA :	6	1.00	1.00	0.06
FROM TERRITORIES :	22	4.00	2.00	0.18
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	25	3.00	2.00	0.15
CONNECTIONS ARRANGED :	78	12.00	2.00	0.42
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		4.00	6.00	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.00	0.00	0.03
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	12	3.00	0.00	0.09
PROVINCES/MUNICIPALITIES :	17	5.00	0.00	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.00	0.00	0.42
LEAVE, PROFESSIONAL DEVELOP :		19.00	18.00	1.11
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.15
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 96  
FROM TERRIT : 150

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 23

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