

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : ROME

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|---|--------|--------------------------|---------|--------------------------|
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 814 | 13.33 | 30.00 | 1.00 |
| FROM TERRITORIES : | 300 | 6.00 | 27.50 | 0.73 |
| B.VISITS TO CLIENTS IN TERRITORY : | 94 | 15.00 | 4.00 | 0.53 |
| C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 1 | 1.66 | 1.50 | 0.08 |
| MISSIONS : | 5 | 6.66 | 0.00 | 0.20 |
| CONFERENCE SEMINARS : | 3 | 1.66 | 5.00 | 0.15 |
| OTHER : | 0 | 0.00 | 0.00 | 0.00 |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 27 | 10.00 | 4.50 | 0.39 |
| POST INITIATED : | 10 | 5.00 | 0.00 | 0.15 |
| E.COMMUNICATIONS ACTIVITIES : | 2 | 1.66 | 0.00 | 0.05 |
| F.INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 10 | 1.00 | 0.00 | 0.03 |
| FROM TERRITORIES : | 18 | 3.33 | 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 : | | 4.00 | 0.00 | 0.12 |
| I.SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 14 | 2.33 | 1.50 | 0.10 |
| HOST GOVERNMENT : | 11 | 2.33 | 1.50 | 0.10 |
| OTHER DEPARTMENT : | 65 | 5.00 | 10.00 | 0.35 |
| PROVINCES/MUNICIPALITIES : | 32 | 6.00 | 0.50 | 0.19 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 6.66 | 1.50 | 0.23 |
| LEAVE, PROFESSIONAL DEVELOP : | | 3.33 | 12.50 | 0.35 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 5.00 | 0.00 | 0.15 |
| ***** TOTALS ***** | | 99.95 | 100.00 | 5.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 53
FROM TERRIT : 26

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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