

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : ROME

| | | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|---|--------------------------------------|--------|--------------------------|---------|--------------------------|
| A. EXPORT ENQUIRIES | FROM CANADA : | 285 | 28.33 | 44.50 | 1.74 |
| | FROM TERRITORIES : | 63 | 4.33 | 12.50 | 0.38 |
| B. VISITS TO CLIENTS IN TERRITORY | VISITS : | 37 | 3.33 | 15.00 | 0.40 |
| C. EXPORT PROMOTION PROJECTS & EVENTS | FAIRS : | 0 | 0.00 | 0.00 | 0.00 |
| | MISSIONS : | 0 | 0.00 | 0.00 | 0.00 |
| | OTHER : | 2 | 1.66 | 0.00 | 0.05 |
| D. COMMERCIAL / ECONOMIC REPORTS COMPLETED | : | 21 | 7.66 | 6.00 | 0.35 |
| E. INVESTMENT/PROMOTION ENQUIRIES | FROM CANADA : | 4 | 0.66 | 1.00 | 0.04 |
| | FROM TERRITORIES : | 6 | 2.66 | 0.00 | 0.08 |
| F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA | : | 3 | 0.66 | 2.50 | 0.07 |
| | CONNECTIONS ARRANGED : | 0 | 0.00 | 0.00 | 0.00 |
| G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA | : | 1 | 1.66 | 3.00 | 0.11 |
| H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS | : | 40 | 16.66 | 2.50 | 0.55 |
| | FROM OTHER GOV'T SOURCES- CONTACTS : | 40 | 8.33 | 6.00 | 0.37 |
| | - REPORTS : | 0 | 0.00 | 0.00 | 0.00 |
| I. ADMINISTRATION: | PROGRAM MANAGEMENT & ADMIN. : | | 14.00 | 1.50 | 0.45 |
| | LEAVE, PROFESSIONAL DEVELOP : | | 5.00 | 4.00 | 0.23 |
| J. SERVICE TO OTHER MISSION PROGRAMS | : | | 5.00 | 1.50 | 0.18 |
| ***** TOTALS ***** | | | 99.94 | 100.00 | 5.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 49
FROM TERRIT : 81

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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