

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES, FROM CANADA :	414	4.00	29.00	0.99
FROM TERRITORIES :	326	0.00	21.00	0.63
B.VISITS TO CLIENTS IN TERRITORY :	128	10.00	21.00	0.93
C.EXPORT/TRADE/POLICY FAIRS :	10	10.00	8.00	0.54
PROJECTS AND EVENTS MISSIONS :	6	12.00	3.00	0.45
CONFERENCE SEMINARS :	7	1.00	1.00	0.06
OTHER :	2	1.00	0.00	0.03
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	9	1.00	0.00	0.03
POST INITIATED :	2	0.00	1.00	0.03
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	32	5.00	3.00	0.24
FROM TERRITORIES :	49	7.00	4.00	0.33
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	41	3.00	2.00	0.15
CONNECTIONS ARRANGED :	36	10.00	4.00	0.42
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.00	3.00	0.09
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	31	10.00	0.00	0.30
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	0.00	0.48
LEAVE, PROFESSIONAL DEVELOP :		4.66	0.00	0.14
K.SERVICE TO OTHER MISSION PROGRAMS :		0.33	0.00	0.01
***** TOTALS *****		99.99	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 83
FROM TERRIT : 141

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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