

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

90/10/03

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	361	15.00	23.00	1.14
FROM TERRITORIES :	330	6.33	19.33	0.77
B.VISITS TO CLIENTS IN TERRITORY :	124	3.00	22.66	0.77
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	7.00	9.33	0.49
MISSIONS :	2	0.33	6.66	0.21
CONFERENCE SEMINARS :	5	3.00	0.66	0.11
OTHER :	1	1.00	0.00	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.66	5.00	0.17
POST INITIATED :	15	4.33	5.33	0.29
E.COMMUNICATIONS ACTIVITIES :	4	1.33	0.00	0.04
F.INVESTMENT ENQUIRIES				
FROM CANADA :	42	4.33	0.33	0.14
FROM TERRITORIES :	50	5.00	0.33	0.16
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	13	2.33	1.33	0.11
CONNECTIONS ARRANGED :	11	5.33	0.00	0.16
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		6.66	0.00	0.20
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	9	1.33	0.00	0.04
OTHER DEPARTMENT :	23	2.00	0.00	0.06
PROVINCES/MUNICIPALITIES :	45	5.00	0.00	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.33	0.00	0.28
LEAVE, PROFESSIONAL DEVELOP :		5.66	6.00	0.35
K.SERVICE TO OTHER MISSION PROGRAMS :		11.00	0.00	0.33
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	99.96	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 130  
FROM TERRIT : 136

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

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