

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : ROME

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	846	26.66	26.00	1.32
FROM TERRITORIES :	624	13.33	24.50	0.89
B. VISITS TO CLIENTS IN TERRITORY :	53	7.66	4.00	0.31
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	1.50	0.03
MISSIONS :	5	3.33	2.50	0.15
CONFERENCE SEMINARS :	5	2.66	1.00	0.10
OTHER :	4	1.66	0.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	6.66	5.00	0.30
POST INITIATED :	14	6.66	5.00	0.30
E. COMMUNICATIONS ACTIVITIES :	3	2.66	0.00	0.08
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	1.66	0.00	0.05
FROM TERRITORIES :	5	2.33	0.00	0.07
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.66	0.00	0.02
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	7.50	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	0.00	1.50	0.03
HOST GOVERNMENT :	23	3.33	2.50	0.15
OTHER DEPARTMENT :	39	3.33	4.00	0.18
PROVINCES/MUNICIPALITIES :	7	2.33	0.00	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		6.66	2.50	0.25
LEAVE, PROFESSIONAL DEVELOP :		5.00	12.50	0.40
K. SERVICE TO OTHER MISSION PROGRAMS :		3.33	0.00	0.10
***** TOTALS *****		99.91	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 47
FROM TERRIT : 40

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 18

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