

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : ROME

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	576	28.33	35.00	1.55
FROM TERRITORIES :	709	8.33	17.50	0.60
B. VISITS TO CLIENTS IN TERRITORY :	77	4.33	12.50	0.38
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	1.66	0.00	0.05
CONFERENCE SEMINARS :	1	0.00	2.50	0.05
OTHER :	3	3.33	0.00	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	46	16.66	3.50	0.57
POST INITIATED :	11	5.00	4.00	0.23
E. COMMUNICATIONS ACTIVITIES :	2	0.66	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	6	2.00	0.00	0.06
FROM TERRITORIES :	6	2.00	0.00	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.33	1.00	0.03
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	7.50	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	1.33	0.00	0.04
OTHER DEPARTMENT :	23	6.66	5.00	0.30
PROVINCES/MUNICIPALITIES :	7	1.00	1.50	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	2.50	0.35
LEAVE, PROFESSIONAL DEVELOP :		5.00	7.50	0.30
K. SERVICE TO OTHER MISSION PROGRAMS :		3.33	0.00	0.10
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 56
FROM TERRIT : 73

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

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