

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : MILAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	270	7.33	15.66	0.69
FROM TERRITORIES :	264	1.33	14.66	0.48
B. VISITS TO CLIENTS IN TERRITORY :	136	7.33	12.66	0.60
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	2.33	16.00	0.55
MISSIONS :	5	12.00	5.66	0.53
CONFERENCE SEMINARS :	3	1.33	1.00	0.07
OTHER :	2	3.33	0.66	0.12
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.00	0.03
POST INITIATED :	10	6.33	4.00	0.31
E. COMMUNICATIONS ACTIVITIES :	6	0.33	1.66	0.06
F. INVESTMENT ENQUIRIES				
FROM CANADA :	20	1.66	0.33	0.06
FROM TERRITORIES :	19	7.33	0.33	0.23
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	36	4.00	6.33	0.31
CONNECTIONS ARRANGED :	57	7.33	0.33	0.23
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	1.00	0.03
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	0.66	0.00	0.02
HOST GOVERNMENT :	10	1.66	0.00	0.05
OTHER DEPARTMENT :	42	4.00	0.00	0.12
PROVINCES/MUNICIPALITIES :	26	5.66	0.00	0.17
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.00	0.00	0.33
LEAVE, PROFESSIONAL DEVELOP :		11.33	19.66	0.93
K. SERVICE TO OTHER MISSION PROGRAMS :		2.66	0.00	0.08
***** TOTALS *****		99.93	99.94	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 90  
FROM TERRIT : 116

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 25

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