

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : ROME

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	204	20.00	34.00	1.28
FROM TERRITORIES	76	5.00	12.00	0.39
B. VISITS TO CLIENTS IN TERRITORY VISITS	46	4.00	13.00	0.38
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	0.00	1.00	0.02
MISSIONS	4	0.00	4.00	0.08
OTHER	4	3.00	0.00	0.09
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	14	7.00	8.00	0.37
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	13	4.00	1.00	0.14
FROM TERRITORIES	6	3.00	0.00	0.09
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	2.00	0.04
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	27	8.00	5.00	0.34
FROM OTHER GOV'T SOURCES- CONTACTS	31	4.00	5.00	0.22
- REPORTS	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		17.00	3.00	0.57
LEAVE, PROFESSIONAL DEVELOP		25.00	12.00	0.99
J. SERVICE TO OTHER MISSION PROGRAMS		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 8  
FROM TERRIT : 15

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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