

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : MILAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	284	12.33	20.00	0.97
FROM TERRITORIES :	285	2.33	21.66	0.72
B. VISITS TO CLIENTS IN TERRITORY :	123	6.00	23.00	0.87
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	11	7.33	8.33	0.47
MISSIONS :	5	0.66	10.00	0.32
CONFERENCE SEMINARS :	3	0.66	1.33	0.06
OTHER :	7	4.33	5.00	0.28
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.33	1.66	0.12
POST INITIATED :	10	5.66	0.00	0.17
E. COMMUNICATIONS ACTIVITIES :	6	5.00	0.00	0.15
F. INVESTMENT ENQUIRIES				
FROM CANADA :	35	2.66	0.33	0.09
FROM TERRITORIES :	55	3.33	0.33	0.11
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	17	2.00	2.33	0.13
CONNECTIONS ARRANGED :	16	4.00	1.00	0.15
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.66	3.00	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.33	0.00	0.01
HOST GOVERNMENT :	11	1.33	0.00	0.04
OTHER DEPARTMENT :	25	2.33	0.00	0.07
PROVINCES/MUNICIPALITIES :	38	4.33	0.00	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	0.00	0.21
LEAVE, PROFESSIONAL DEVELOP :		16.33	2.00	0.55
K. SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.00	0.18
***** TOTALS *****		99.93	99.97	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 89  
FROM TERRIT : 103

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

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