

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	367	7.00	30.00	1.11
FROM TERRITORIES :	289	2.00	22.00	0.72
B. VISITS TO CLIENTS IN TERRITORY :	85	9.00	13.00	0.66
C. EXPORT/TRADE/POLICY FAIRS :	3	1.00	7.00	0.24
PROJECTS AND EVENTS MISSIONS :	10	22.00	16.00	1.14
CONFERENCE SEMINARS :	1	1.00	0.00	0.03
OTHER :	5	1.00	2.00	0.09
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.00	2.00	0.12
POST INITIATED :	6	1.00	0.00	0.03
E. COMMUNICATIONS ACTIVITIES :	6	1.00	0.00	0.03
F. INVESTMENT ENQUIRIES FROM CANADA :	25	3.00	2.00	0.15
FROM TERRITORIES :	27	2.00	1.00	0.09
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	19	3.00	1.00	0.12
CONNECTIONS ARRANGED :	25	12.00	0.00	0.36
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		7.00	0.00	0.21
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	16	3.00	1.00	0.12
OTHER DEPARTMENT :	24	4.00	0.00	0.12
PROVINCES/MUNICIPALITIES :	16	3.00	0.00	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	0.00	0.39
LEAVE, PROFESSIONAL DEVELOP :		3.00	3.00	0.18
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 92
FROM TERRIT : 103

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

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