

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : ROME

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	239	25.00	30.00	1.35
FROM TERRITORIES :	118	3.00	13.00	0.35
B. VISITS TO CLIENTS IN TERRITORY VISITS :	50	10.00	10.00	0.50
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	3	2.00	3.00	0.12
MISSIONS :	5	1.00	10.00	0.23
OTHER :	2	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	30	20.00	13.00	0.86
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	18	6.00	2.00	0.22
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	14	2.00	2.00	0.10
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	3	3.00	0.00	0.09
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	20	12.00	3.00	0.42
FROM OTHER GOV'T SOURCES- CONTACTS :	34	0.00	10.00	0.20
- REPORTS :	2	0.00	0.00	0.00
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		12.00	2.00	0.40
LEAVE, PROFESSIONAL DEVELOP :		2.00	2.00	0.10
J. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.06
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 76
FROM TERRIT : 105

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

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