

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : ROME

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	545	35.00	22.50	1.50
FROM TERRITORIES :	352	16.66	17.50	0.85
B.VISITS TO CLIENTS IN TERRITORY :	13	1.66	6.50	0.18
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	3.33	12.50	0.35
MISSIONS :	1	0.00	5.00	0.10
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	10.00	4.00	0.38
POST INITIATED :	14	5.00	1.00	0.17
E.COMMUNICATIONS ACTIVITIES :	1	0.66	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	8	7.00	0.00	0.21
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.33	0.50	0.02
HOST GOVERNMENT :	9	0.66	1.00	0.04
OTHER DEPARTMENT :	35	6.66	11.50	0.43
PROVINCES/MUNICIPALITIES :	4	1.33	0.50	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.33	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		8.33	17.50	0.60
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 24
FROM TERRIT : 34

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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