

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : ROME

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	808	32.00	27.50	1.51
FROM TERRITORIES :	552	10.00	17.50	0.65
B.VISITS TO CLIENTS IN TERRITORY :	51	2.33	6.00	0.19
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	13	20.33	12.00	0.85
CONFERENCE SEMINARS :	3	2.33	0.00	0.07
OTHER :	1	2.33	0.00	0.07
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	12	10.00	1.50	0.33
POST INITIATED :	7	2.33	5.00	0.17
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	2	0.66	0.00	0.02
FROM TERRITORIES :	1	0.00	0.00	0.00
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		8.00	0.00	0.24
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	10	0.66	0.00	0.02
OTHER DEPARTMENT :	130	0.66	13.50	0.29
PROVINCES/MUNICIPALITIES :	7	1.00	0.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.33	12.00	0.31
LEAVE, PROFESSIONAL DEVELOP :		5.00	5.00	0.25
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		99.96	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 79
FROM TERRIT : 7

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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