

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	383	5.66	22.00	0.83
FROM TERRITORIES	404	3.00	18.33	0.64
B. VISITS TO CLIENTS IN TERRITORY	105	6.66	25.66	0.97
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	5	3.33	0.66	0.12
MISSIONS	3	1.66	0.00	0.05
OTHER	19	0.00	8.00	0.24
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	5	5.00	5.33	0.31
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	13	1.00	1.00	0.06
FROM TERRITORIES	45	8.66	5.00	0.41
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	35	5.00	9.33	0.43
CONNECTIONS ARRANGED	15	0.66	2.00	0.08
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	113	16.00	0.00	0.48
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	4	2.00	0.00	0.06
FROM OTHER GOV'T SOURCES- CONTACTS	11	2.66	0.00	0.08
- REPORTS	6	4.00	0.66	0.14
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		16.66	0.00	0.50
LEAVE, PROFESSIONAL DEVELOP		11.66	2.00	0.41
J. SERVICE TO OTHER MISSION PROGRAMS		6.33	0.00	0.19
***** TOTALS *****		99.94	99.97	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 41
FROM TERRIT : 68

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 13

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