

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : MILAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	253	9.00	21.00	0.90
FROM TERRITORIES :	445	1.00	20.00	0.63
B.VISITS TO CLIENTS IN TERRITORY :	105	9.00	19.00	0.84
C.EXPORT/TRADE/POLICY FAIRS :	6	7.00	1.00	0.24
PROJECTS AND EVENTS MISSIONS :	1	1.00	0.00	0.03
CONFERENCE SEMINARS :	9	3.00	4.00	0.21
OTHER :	10	0.00	9.00	0.27
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	2.00	0.00	0.06
POST INITIATED :	38	4.00	1.00	0.15
E.COMMUNICATIONS ACTIVITIES :	4	2.00	0.00	0.06
F.INVESTMENT ENQUIRIES FROM CANADA :	29	3.00	2.00	0.15
FROM TERRITORIES :	43	3.00	2.00	0.15
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	39	7.00	6.00	0.39
CONNECTIONS ARRANGED :	23	9.00	2.00	0.33
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	7.00	0.21
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	1.00	1.00	0.06
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	12	2.00	0.00	0.06
PROVINCES/MUNICIPALITIES :	13	5.00	0.00	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.00	0.00	0.63
LEAVE, PROFESSIONAL DEVELOP :		6.00	5.00	0.33
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.15
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 74  
FROM TERRIT : 150

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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