

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : ROME

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	765	33.33	32.50	1.65
FROM TERRITORIES :	395	4.33	24.00	0.61
B.VISITS TO CLIENTS IN TERRITORY :	64	5.66	7.50	0.32
C.EXPORT/TRADE/POLICY FAIRS :	1	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	2	6.66	8.00	0.36
CONFERENCE SEMINARS :	1	0.00	2.50	0.05
OTHER :	3	1.66	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	18	10.00	2.50	0.35
POST INITIATED :	7	4.33	0.00	0.13
E.COMMUNICATIONS ACTIVITIES :	1	0.66	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	7	2.33	0.00	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	1.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		3.33	0.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	22	1.66	3.00	0.11
OTHER DEPARTMENT :	51	6.66	9.00	0.38
PROVINCES/MUNICIPALITIES :	9	1.33	1.00	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.33	5.00	0.38
LEAVE, PROFESSIONAL DEVELOP :		4.33	4.00	0.21
K.SERVICE TO OTHER MISSION PROGRAMS :		4.33	0.00	0.13
***** TOTALS *****		99.93	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 49  
FROM TERRIT : 66

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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