

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : MILAN

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	261	4.00	21.66	0.77
FROM TERRITORIES	237	0.33	17.66	0.54
B. VISITS TO CLIENTS IN TERRITORY VISITS :	42	5.00	7.33	0.37
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	9	4.00	11.00	0.45
MISSIONS :	4	0.00	1.66	0.05
OTHER :	7	1.66	2.33	0.12
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	0	0.00	0.00	0.00
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	6	0.00	2.00	0.06
FROM TERRITORIES :	28	8.00	5.33	0.40
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	26	5.00	5.66	0.32
CONNECTIONS ARRANGED :	5	3.66	1.66	0.16
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA :	1	1.66	0.00	0.05
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	0	0.00	0.00	0.00
FROM OTHER GOV'T SOURCES- CONTACTS :	6	12.66	0.00	0.38
- REPORTS :	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		23.33	0.00	0.70
LEAVE, PROFESSIONAL DEVELOP :		25.66	23.66	1.48
J. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.15
***** TOTALS *****		99.96	99.95	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 48
FROM TERRIT : 72

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 19

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