

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	4036	19.80	33.00	14.39
FROM TERRITORIES	2983	10.42	18.25	7.82
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 1071	11.03	9.75	5.60
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	24	4.38	5.50	2.68
MISSIONS	36	3.84	9.75	3.73
OTHER	28	4.53	3.82	2.25
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	113	5.80	3.64	2.53
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	53	1.11	0.25	0.36
FROM TERRITORIES	45	0.65	0.39	0.28
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	11	0.38	0.39	0.21
CONNECTIONS ARRANGED	7	0.19	0.32	0.14
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	7	3.84	0.71	1.20
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	174	5.19	1.71	1.83
FROM OTHER GOV'T SOURCES- CONTACTS	230	3.84	2.89	1.81
- REPORTS	98	2.42	1.42	1.03
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		9.80	1.57	2.99
LEAVE, PROFESSIONAL DEVELOP		7.03	6.50	3.65
J. SERVICE TO OTHER MISSION PROGRAMS		5.65	0.10	1.50
***** TOTALS *****		99.90	99.96	54.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 806  
FROM TERRIT : 1061

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 61

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 26  
- LOCALLY-ENGAGED : 28