

09/09/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1992

REGION : LATIN AMERICA &amp; CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	6706	18.76	29.19	13.74
FROM TERRITORIES :	7413	10.28	19.45	8.60
B. VISITS TO CLIENTS IN TERRITORY :	1321	8.00	8.41	4.61
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	28	5.36	9.96	4.43
MISSIONS :	47	7.92	4.41	3.35
CONFERENCE SEMINARS :	45	3.28	2.74	1.67
OTHER :	69	1.04	1.06	0.59
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	61	2.60	1.22	1.03
POST INITIATED :	176	5.08	3.93	2.49
E. COMMUNICATIONS ACTIVITIES :	73	2.32	0.41	0.71
F. INVESTMENT ENQUIRIES				
FROM CANADA :	123	1.40	0.19	0.41
FROM TERRITORIES :	16	0.08	0.41	0.15
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.20	0.00	0.05
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.68	0.64	0.37
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	65	0.76	0.90	0.47
HOST GOVERNMENT :	114	1.72	1.19	0.80
OTHER DEPARTMENT :	183	3.52	1.67	1.40
PROVINCES/MUNICIPALITIES :	121	2.00	1.58	0.99
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		7.84	2.12	2.62
LEAVE, PROFESSIONAL DEVELOP :		10.96	9.67	5.74
K. SERVICE TO OTHER MISSION PROGRAMS :		6.12	0.74	1.76
L. TOURISM PROGRAM ACTIVITIES :		0.08	0.00	0.02
***** TOTALS *****		100.00	99.89	56.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	295
FROM TERRIT :	626
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	2115
FROM TERRIT :	4102

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	97
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	25
-LOCALLY ENGAGED :	31