

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : GUATEMALA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	245	10.00	20.00	0.30
FROM TERRITORIES :	210	10.00	14.00	0.24
B.VISITS TO CLIENTS IN TERRITORY :	45	8.00	5.00	0.13
C.EXPORT/TRADE/POLICY FAIRS :	1	5.00	18.00	0.23
PROJECTS AND EVENTS MISSIONS :	1	5.00	9.00	0.14
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	1	5.00	5.00	0.10
E.COMMUNICATIONS ACTIVITIES :	2	5.00	5.00	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	5	8.00	0.00	0.08
FROM TERRITORIES :	0	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		8.00	2.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	5.00	0.00	0.05
HOST GOVERNMENT :	2	5.00	8.00	0.13
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	5.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		5.00	4.00	0.09
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	5.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		1.00	0.00	0.01
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	2
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	32
FROM TERRIT :	65
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	1
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	1