

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1994

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 12488	19.30	29.77	15.44
FROM TERRITORIES	: 9153	12.84	20.97	10.68
B.VISITS TO CLIENTS IN TERRITORY	: 1201	8.65	8.28	5.15
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 33	6.46	6.94	4.11
MISSIONS	: 45	6.15	5.42	3.50
CONFERENCE SEMINARS	: 41	3.11	1.77	1.43
OTHER	: 25	1.23	1.31	0.78
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 68	2.80	1.62	1.30
POST INITIATED	: 126	5.92	2.40	2.38
E.COMMUNICATIONS ACTIVITIES	: 369	2.34	1.28	1.06
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 209	3.53	1.62	1.49
FROM TERRITORIES	: 85	1.07	0.85	0.58
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 3	0.30	0.08	0.11
CONNECTIONS ARRANGED	: 17	0.00	0.14	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 1.50	1.50	2.65	1.32
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 350	1.61	1.51	0.95
HOST GOVERNMENT	: 189	2.26	2.11	1.33
OTHER DEPARTMENT	: 338	2.46	2.14	1.39
PROVINCES/MUNICIPALITIES	: 163	2.00	1.80	1.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 6.38	6.38	0.91	1.98
LEAVE, PROFESSIONAL DEVELOP	: 4.57	4.57	5.37	3.07
K.SERVICE TO OTHER MISSION PROGRAMS	: 4.46	4.46	0.54	1.35
L.TOURISM PROGRAM ACTIVITIES	: 0.96	0.96	0.42	0.40
***** TOTALS *****		99.90	99.90	61.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 242  
FROM TERRIT : 388  
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 2131  
FROM TERRIT : 2347

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 61

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 26  
-LOCALLY ENGAGED : 35