

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

90/01/22

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : GUATEMALA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	65	0.00	25.00	0.25
FROM TERRITORIES :	206	0.00	30.00	0.30
B. VISITS TO CLIENTS IN TERRITORY :	25	0.00	10.00	0.10
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS :				
FAIRS :	1	0.00	5.00	0.05
MISSIONS :	2	0.00	10.00	0.10
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 :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	3	0.00	5.00	0.05
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	5.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES :				
NGO :	2	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		0.00	10.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		0.00	100.00	1.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 14  
FROM TERRIT : 151

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 0  
- LOCALLY-ENGAGED : 1