

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : GUATEMALA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	72	0.00	35.00	0.35
FROM TERRITORIES	86	0.00	35.00	0.35
B. VISITS TO CLIENTS IN TERRITORY VISITS	0	0.00	8.00	0.08
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.00	0.00	0.00
MISSIONS	1	0.00	2.00	0.02
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	5	5.00	0.00	0.05
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	0	0.00	2.00	0.02
FROM TERRITORIES	0	0.00	3.00	0.03
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	0	0.00	0.00	0.00
FROM OTHER GOV'T SOURCES- CONTACTS	0	5.00	5.00	0.10
- REPORTS	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		5.00	5.00	0.10
LEAVE, PROFESSIONAL DEVELOP		0.00	0.00	0.00
J. SERVICE TO OTHER MISSION PROGRAMS		85.00	5.00	0.90
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 19
FROM TERRIT : 60

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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