

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	7276	21.36	30.39	15.37
FROM TERRITORIES :	8841	11.20	18.51	8.91
B.VISITS TO CLIENTS IN TERRITORY	1238	10.68	9.24	5.72
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	26	4.24	6.18	3.10
MISSIONS :	56	9.56	4.93	4.02
CONFERENCE SEMINARS :	29	2.68	2.30	1.43
OTHER :	37	2.16	2.36	1.32
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	67	2.56	1.63	1.18
POST INITIATED :	165	4.04	3.90	2.30
E.COMMUNICATIONS ACTIVITIES	162	3.04	1.09	1.12
F.INVESTMENT ENQUIRIES				
FROM CANADA :	88	1.36	0.51	0.51
FROM TERRITORIES :	54	0.36	0.45	0.24
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	4	0.28	0.03	0.08
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST		1.56	1.09	0.75
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	122	1.52	1.15	0.76
HOST GOVERNMENT :	184	1.92	0.87	0.77
OTHER DEPARTMENT :	204	2.32	2.36	1.36
PROVINCES/MUNICIPALITIES :	148	1.92	1.39	0.94
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.20	2.21	2.78
LEAVE, PROFESSIONAL DEVELOP :		6.28	8.48	4.37
K.SERVICE TO OTHER MISSION PROGRAMS		2.76	0.84	0.97
L.TOURISM PROGRAM ACTIVITIES		0.00	0.00	0.00
***** TOTALS *****		100.00	99.91	58.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	318
	FROM TERRIT :	447
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	2023
	FROM TERRIT :	5555
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	80
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	25
	-LOCALLY ENGAGED :	33