

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	4792	16.57	31.33	14.04
FROM TERRITORIES :	4379	12.96	20.70	9.84
B. VISITS TO CLIENTS IN TERRITORY :	1208	9.57	11.66	6.18
C. EXPORT/TRADE/POLICY FAIRS :	29	4.00	4.93	2.60
PROJECTS AND EVENTS MISSIONS :	42	6.71	6.46	3.82
CONFERENCE SEMINARS :	34	1.75	1.46	0.93
OTHER :	70	1.57	1.10	0.77
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	119	3.75	3.33	2.05
POST INITIATED :	184	7.14	5.53	3.66
E. COMMUNICATIONS ACTIVITIES :	81	1.60	0.73	0.67
F. INVESTMENT ENQUIRIES FROM CANADA :	83	1.03	0.86	0.55
FROM TERRITORIES :	185	1.50	1.86	0.98
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	10	0.03	0.13	0.05
CONNECTIONS ARRANGED :	3	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		3.10	0.06	0.89
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	64	1.07	1.16	0.65
HOST GOVERNMENT :	122	2.75	1.00	1.07
OTHER DEPARTMENT :	136	4.10	1.70	1.66
PROVINCES/MUNICIPALITIES :	78	2.57	0.83	0.97
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.39	0.96	2.08
LEAVE, PROFESSIONAL DEVELOP :		4.03	3.00	2.03
K. SERVICE TO OTHER MISSION PROGRAMS :		7.75	1.13	2.51
***** TOTALS *****		99.94	99.92	58.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 701  
FROM TERRIT : 1192

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 58

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 28  
- LOCALLY-ENGAGED : 30