

TRADE TRACKING SYSTEM

90/04/10

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	4901	16.00	29.06	13.33
FROM TERRITORIES :	3896	9.96	20.00	8.89
B. VISITS TO CLIENTS IN TERRITORY :	1204	11.51	12.93	7.12
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	36	3.11	4.48	2.23
MISSIONS :	41	5.85	4.58	3.00
CONFERENCE SEMINARS :	32	1.07	1.83	0.86
OTHER :	63	0.77	1.64	0.72
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	82	3.62	4.09	2.25
POST INITIATED :	160	7.33	4.29	3.31
E. COMMUNICATIONS ACTIVITIES :	44	2.00	0.45	0.68
F. INVESTMENT ENQUIRIES				
FROM CANADA :	63	0.92	0.32	0.35
FROM TERRITORIES :	87	0.59	0.90	0.44
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	0.00	0.00
CONNECTIONS ARRANGED :	20	0.03	0.25	0.09
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		7.00	3.38	2.94
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	24	0.96	0.41	0.39
HOST GOVERNMENT :	70	2.40	0.41	0.78
OTHER DEPARTMENT :	141	2.96	1.25	1.19
PROVINCES/MUNICIPALITIES :	69	1.66	1.35	0.87
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.37	1.29	3.20
LEAVE, PROFESSIONAL DEVELOP :		6.51	6.54	3.79
K. SERVICE TO OTHER MISSION PROGRAMS :		5.29	0.45	1.57
***** TOTALS *****		99.91	99.90	58.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 657
FROM TERRIT : 1092

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 60

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 27
- LOCALLY-ENGAGED : 31