

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 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 :     | 3755   | 18.00          | 29.30   | 11.40      |
| FROM TERRITORIES :                                 | 2887   | 11.23          | 20.34   | 7.65       |
| B. VISITS TO CLIENTS IN TERRITORY :                | 1223   | 11.66          | 10.92   | 5.29       |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS : | 19     | 2.76           | 6.19    | 2.19       |
| MISSIONS :   | 36     | 5.14           | 6.80    | 2.85       |
| CONFERENCE SEMINARS :                              | 29     | 2.52           | 1.76    | 0.99       |
| OTHER :  | 63     | 1.61           | 1.07    | 0.62       |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :     | 105    | 4.38           | 4.03    | 1.97       |
| POST INITIATED :                                   | 102    | 5.76           | 3.80    | 2.20       |
| E. COMMUNICATIONS ACTIVITIES :                     | 38     | 1.52           | 0.23    | 0.38       |
| F. INVESTMENT ENQUIRIES FROM CANADA :              | 95     | 1.38           | 0.80    | 0.50       |
| FROM TERRITORIES :                                 | 56     | 0.52           | 0.65    | 0.28       |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :   | 2      | 0.00           | 0.00    | 0.00       |
| CONNECTIONS ARRANGED :                             | 3      | 0.09           | 0.00    | 0.02       |
| H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :  |        | 3.76           | 0.07    | 0.81       |
| I. SERVICE REQUESTS FM GOV'T SOURCES NGO :         | 26     | 0.14           | 0.53    | 0.17       |
| HOST GOVERNMENT :                                  | 38     | 0.71           | 0.30    | 0.23       |
| OTHER DEPARTMENT :                                 | 101    | 1.61           | 2.26    | 0.93       |
| PROVINCES/MUNICIPALITIES :                         | 71     | 1.33           | 1.30    | 0.62       |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:    |        | 11.71          | 1.84    | 2.94       |
| LEAVE, PROFESSIONAL DEVELOP :                      |        | 10.28          | 7.26    | 4.05       |
| K. SERVICE TO OTHER MISSION PROGRAMS :             |        | 3.80           | 0.42    | 0.91       |
| ***** TOTALS *****                                 |        | 99.91          | 99.87   | 47.00      |

NUMBER OF BUSINESS VISITORS FROM CANADA : 769  
FROM TERRIT : 853

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 108

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 21  
- LOCALLY-ENGAGED : 26