

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	3647	16.78	30.41	11.16
FROM TERRITORIES :	2737	10.52	22.79	7.89
B. VISITS TO CLIENTS IN TERRITORY :	1047	9.30	11.45	4.89
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	17	6.04	5.20	2.64
MISSIONS :	34	7.04	3.83	2.54
CONFERENCE SEMINARS :	12	1.04	3.95	1.19
OTHER :	16	2.00	1.79	0.89
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	83	3.00	0.79	0.88
POST INITIATED :	91	4.17	3.25	1.74
E. COMMUNICATIONS ACTIVITIES :	35	0.65	0.16	0.19
F. INVESTMENT ENQUIRIES FROM CANADA :	32	0.43	0.41	0.20
FROM TERRITORIES :	87	0.95	1.58	0.60
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.08	0.00	0.02
CONNECTIONS ARRANGED :	4	0.13	0.00	0.03
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		6.43	2.00	1.96
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	35	1.04	1.08	0.50
HOST GOVERNMENT :	51	1.73	0.58	0.54
OTHER DEPARTMENT :	109	2.69	2.08	1.12
PROVINCES/MUNICIPALITIES :	65	1.60	1.29	0.68
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.43	2.62	2.80
LEAVE, PROFESSIONAL DEVELOP :		9.30	4.16	3.14
K. SERVICE TO OTHER MISSION PROGRAMS :		5.56	0.50	1.40
***** TOTALS *****		99.91	99.92	47.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 659  
FROM TERRIT : 795

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 52

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 23  
- LOCALLY-ENGAGED : 24