

TRADE TRACKING SYSTEM

90/01/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 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 :	3980	15.61	30.10	13.09
FROM TERRITORIES :	4400	11.46	20.73	9.20
B. VISITS TO CLIENTS IN TERRITORY :	1126	10.84	13.00	6.72
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	33	3.42	4.93	2.37
MISSIONS :	45	4.50	5.06	2.69
CONFERENCE SEMINARS :	27	1.07	1.93	0.86
OTHER :	28	0.03	1.33	0.41
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	73	2.69	2.36	1.41
POST INITIATED :	156	6.80	4.36	3.08
E. COMMUNICATIONS ACTIVITIES :	65	1.00	0.80	0.50
F. INVESTMENT ENQUIRIES				
FROM CANADA :	35	0.92	0.63	0.43
FROM TERRITORIES :	74	0.53	0.86	0.40
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA				
CONNECTIONS ARRANGED :	6	0.03	0.00	0.01
CONNECTIONS ARRANGED :	4	0.00	0.06	0.02
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.30	1.36	0.75
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	32	0.57	0.53	0.31
HOST GOVERNMENT :	68	1.34	0.93	0.63
OTHER DEPARTMENT :	88	2.38	1.73	1.14
PROVINCES/MUNICIPALITIES :	35	1.07	0.76	0.51
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		9.50	1.73	2.99
LEAVE, PROFESSIONAL DEVELOP :		16.76	5.73	6.08
K. SERVICE TO OTHER MISSION PROGRAMS :		8.07	1.00	2.40
***** TOTALS *****		99.89	99.92	56.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 518
FROM TERRIT : 1133

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 55

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 26
- LOCALLY-ENGAGED : 30