

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	4055	18.88	37.37	15.00
FROM TERRITORIES	3216	8.46	23.03	8.42
B. VISITS TO CLIENTS IN TERRITORY VISITS	754	8.96	10.33	5.12
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	28	2.76	2.14	1.30
MISSIONS	48	5.03	5.96	2.92
OTHER	39	3.11	0.74	1.01
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	149	8.15	3.92	3.18
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	39	0.76	0.18	0.25
FROM TERRITORIES	31	0.92	0.51	0.38
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	19	0.23	0.18	0.11
CONNECTIONS ARRANGED	14	0.19	0.18	0.10
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	4	0.84	1.48	0.62
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	232	5.65	2.14	2.05
FROM OTHER GOV'T SOURCES- CONTACTS	376	6.92	3.92	2.86
- REPORTS	115	2.65	0.85	0.92
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		9.53	0.66	2.66
LEAVE, PROFESSIONAL DEVELOP		8.80	4.14	3.41
J. SERVICE TO OTHER MISSION PROGRAMS		8.07	2.18	2.69
***** TOTALS *****		99.91	99.91	53.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 638  
 FROM TERRIT : 1120

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 46

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 26  
 - LOCALLY-ENGAGED : 27