

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 10593	21.32	34.02	17.24
FROM TERRITORIES	: 8341	14.24	20.48	10.73
B.VISITS TO CLIENTS IN TERRITORY	: 1062	9.40	7.54	4.99
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS	: 26	6.12	5.97	3.62
MISSIONS	: 39	4.68	3.91	2.54
CONFERENCE SEMINARS	: 28	1.88	1.28	0.92
OTHER	: 34	1.28	1.00	0.67
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 75	3.36	2.57	1.74
POST INITIATED	: 153	5.12	3.11	2.37
E.COMMUNICATIONS ACTIVITIES	: 124	2.64	0.82	0.95
F.INVESTMENT ENQUIRIES FROM CANADA	: 203	3.12	2.25	1.57
FROM TERRITORIES	: 56	1.04	0.94	0.59
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 3	0.16	0.14	0.09
CONNECTIONS ARRANGED	: 1	0.00	0.08	0.03
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST	: 2.60	3.40	1.84	
I.SERVICE REQUESTS FM GOV'T SOURCES NGO	: 171	1.44	1.14	0.76
HOST GOVERNMENT	: 179	1.80	1.11	0.84
OTHER DEPARTMENT	: 210	2.60	1.48	1.17
PROVINCES/MUNICIPALITIES	: 236	1.84	1.91	1.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 6.36	1.62	2.16	
LEAVE, PROFESSIONAL DEVELOP	: 3.88	3.88	2.33	
K.SERVICE TO OTHER MISSION PROGRAMS	: 4.92	0.57	1.43	
L.TOURISM PROGRAM ACTIVITIES	: 0.20	0.68	0.29	
***** TOTALS *****		100.00	99.90	60.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA	: 281
FROM TERRIT	: 217
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA	: 2541
FROM TERRIT	: 2571
NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 84
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED	: 25
-LOCALLY ENGAGED	: 35