

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/01/18

FOR QUARTER 2 OF FISCAL YEAR 1988

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	4314	17.66	31.70	14.28
FROM TERRITORIES :	3325	11.74	21.33	9.57
B.VISITS TO CLIENTS IN TERRITORY :	1267	10.14	9.86	5.70
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	15	2.70	4.96	2.22
MISSIONS :	39	3.88	6.16	2.90
CONFERENCE SEMINARS :	25	3.07	2.63	1.62
OTHER :	15	0.37	0.60	0.28
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	122	4.59	5.63	2.93
POST INITIATED :	148	3.48	2.33	1.64
E.COMMUNICATIONS ACTIVITIES :	46	1.37	0.33	0.47
F.INVESTMENT ENQUIRIES				
FROM CANADA :	53	0.59	0.46	0.30
FROM TERRITORIES :	73	0.81	1.03	0.53
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	8	0.07	0.13	0.06
CONNECTIONS ARRANGED :	3	0.03	0.06	0.03
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.77	1.13	0.82
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	13	0.44	0.16	0.17
HOST GOVERNMENT :	70	1.70	0.63	0.65
OTHER DEPARTMENT :	223	2.92	1.86	1.35
PROVINCES/MUNICIPALITIES :	75	1.37	1.50	0.82
J.ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		10.37	2.00	3.40
LEAVE, PROFESSIONAL DEVELOP.:		16.48	4.76	5.88
K.SERVICE TO OTHER MISSION PROGRAMS :		4.37	0.66	1.38
***** TOTALS *****		99.92	99.91	57.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 547
 FROM TERRIT : 1062

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 62

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 27
 - LOCALLY-ENGAGED : 30