

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT FOR QUARTER 4 OF FISCAL YEAR 1993

REGION 1 LATIN AMERICA & CARIBBEAN

LATIN AMERICA & CARIBBEAN

			% OFFICER-TIME CANADA	% OFFICER-TIME TERRITORIES	TOTAL-TIME PERSON-TIME
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	7278	21.24	30.39	51.63
	FROM TERRITORIES	8841	11.20	37.97	49.17
B. VISITS TO CLIENTS IN TERRITORY		1232	10.19	9.24	19.43
	<u>LGT</u>				
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS		36	4.34	0.18	4.52
	BOGOTA	54	9.34	4.91	14.25
	BRASILIA	24	7.83	2.24	10.07
	* BRIDGETOWN	37	2.16	2.36	4.52
	BUENOS AIRES				
	CARACAS	67	3.56	1.69	5.25
	GUATEMALA	188	4.04	3.96	8.00
	HAVANA				
	KINGSTON				
	LIMA	89	1.36	0.51	1.87
	MEXICO	54	0.38	0.45	0.83
	PORT OF SPAIN	4	0.28	0.03	0.31
	SAN JOSE	0	0.00	0.00	0.00
	SANTIAGO				
	SAO PAULO				
D. COMMERCIAL/ECONOMIC REPORTS					
	HO				
	POST				
E. COMMUNICATIONS ACTIVITIES					
F. INVESTMENT ENQUIRIES					
G. TECHNOLOGY INFLOW PROGRAM ENR'S CONNECTION					
H. PARTICIPATION IN PROG-REL EVENTS OUT					
I. SERVICE REQUESTS FM GOV'T SOURCES					
	HO	123	1.32	1.15	2.47
	POST GOVERNMENT	184	1.92	0.87	2.79
	OTHER DEPARTMENT	205	2.17	1.36	3.53
	PROVINCES/MUNICIPALITIES	148	1.52	1.28	2.80
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN					
	LEAVE, PROFESSIONAL DEVELOPMENT		8.20	2.21	10.41
			8.28	6.48	14.76
K. SERVICE TO OTHER MISSION PROGRAMS					
L. TOURISM PROGRAM ACTIVITIES					
			3.00	0.00	3.00
***** TOTALS *****			100.00	59.91	159.91

* Quarterly reports for these posts were not available.

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	315
	FROM TERRITORY	447
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	2023
	FROM TERRITORY	5555
NUMBER OF FUND APPLICATIONS SUBMITTED ON		89
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	35
	-LOCALLY EMPLOYED	37