

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	4540	18.75	35.70	15.96
FROM TERRITORIES :	3430	11.46	22.50	9.96
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 1068	10.28	10.53	6.04
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	24	1.64	3.63	1.55
MISSIONS :	53	6.42	7.76	4.13
OTHER :	53	2.57	1.76	1.25
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	72	3.85	3.33	2.08
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	55	1.07	0.43	0.43
FROM TERRITORIES :	95	0.89	0.36	0.36
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	9	0.25	0.03	0.08
CONNECTIONS ARRANGED :	13	0.64	0.63	0.37
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	4	0.17	1.10	0.38
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	171	5.14	1.43	1.87
FROM OTHER GOV'T SOURCES- CONTACTS :	236	3.92	2.46	1.84
- REPORTS :	97	3.35	0.93	1.22
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		9.71	0.93	3.00
LEAVE, PROFESSIONAL DEVELOP :		14.64	5.06	5.62
J. SERVICE TO OTHER MISSION PROGRAMS		5.17	1.36	1.86
***** TOTALS *****		99.92	99.93	58.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 560
FROM TERRIT : 1007

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 80

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 28
- LOCALLY-ENGAGED : 30