

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	7667	19.70	31.75	15.21
FROM TERRITORIES :	8474	12.25	20.60	9.74
B.VISITS TO CLIENTS IN TERRITORY :	1305	11.20	10.42	6.13
C.EXPORT/TRADE/POLICY FAIRS :	26	3.62	6.81	3.12
PROJECTS AND EVENTS MISSIONS :	41	8.41	6.27	4.09
CONFERENCE SEMINARS :	47	2.50	2.03	1.27
OTHER :	18	0.70	1.18	0.56
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	74	2.08	2.72	1.40
POST INITIATED :	196	6.25	2.96	2.48
E.COMMUNICATIONS ACTIVITIES :	202	2.20	0.39	0.66
F.INVESTMENT ENQUIRIES FROM CANADA :	121	1.16	0.30	0.38
FROM TERRITORIES :	93	0.41	0.57	0.29
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.20	0.03	0.06
CONNECTIONS ARRANGED :	10	0.20	0.00	0.05
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		0.70	0.69	0.40
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	116	2.00	0.69	0.71
HOST GOVERNMENT :	214	1.62	1.42	0.86
OTHER DEPARTMENT :	264	2.95	2.45	1.52
PROVINCES/MUNICIPALITIES :	168	2.41	2.00	1.24
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.29	2.30	2.51
LEAVE, PROFESSIONAL DEVELOP :		10.25	2.93	3.43
K.SERVICE TO OTHER MISSION PROGRAMS :		1.79	0.96	0.75
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.42	0.14
***** TOTALS *****		99.89	99.89	57.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	436
FROM TERRIT :	493
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	1710
FROM TERRIT :	5085

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	85
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	24
-LOCALLY ENGAGED :	33