

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA : 6938	17.62	27.75	13.39
	FROM TERRITORIES : 8627	10.41	20.48	9.26
B. VISITS TO CLIENTS IN TERRITORY	: 1664	9.45	7.90	4.88
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS : 37	3.45	5.39	2.61
	MISSIONS : 68	5.45	5.87	3.25
	CONFERENCE SEMINARS : 64	4.20	3.15	2.05
	OTHER : 66	1.16	2.72	1.18
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED : 76	2.58	1.45	1.10
	POST INITIATED : 196	6.66	4.96	3.24
E. COMMUNICATIONS ACTIVITIES	: 97	3.20	1.03	1.11
F. INVESTMENT ENQUIRIES	FROM CANADA : 99	1.37	0.27	0.42
	FROM TERRITORIES : 78	0.50	0.39	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 12	0.00	0.12	0.04
	CONNECTIONS ARRANGED : 0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: :	1.50	1.09	0.72
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO : 141	1.04	1.36	0.70
	HOST GOVERNMENT : 144	2.08	1.27	0.92
	OTHER DEPARTMENT : 125	2.37	1.78	1.16
	PROVINCES/MUNICIPALITIES : 75	1.50	0.90	0.66
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: :	10.08	3.24	3.49
	LEAVE, PROFESSIONAL DEVELOP : :	12.83	8.03	5.73
K. SERVICE TO OTHER MISSION PROGRAMS	: :	2.45	0.75	0.84
L. TOURISM PROGRAM ACTIVITIES	: :	0.00	0.00	0.00
***** TOTALS *****		99.90	99.90	57.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA : 196
	FROM TERRIT : 474
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA : 1476
	FROM TERRIT : 3383
NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 59
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED : 24
	-LOCALLY ENGAGED : 33