

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 9744	19.80	33.40	16.84
FROM TERRITORIES	: 8553	14.30	21.82	11.36
B. VISITS TO CLIENTS IN TERRITORY	: 1124	8.07	8.65	5.13
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 34	4.42	5.97	3.24
MISSIONS	: 30	4.07	3.42	2.26
CONFERENCE SEMINARS	: 27	1.30	1.54	0.88
OTHER	: 14	1.57	0.40	0.55
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 66	2.38	1.77	1.24
POST INITIATED	: 115	5.30	2.31	2.19
E. COMMUNICATIONS ACTIVITIES	: 149	2.23	1.00	0.93
F. INVESTMENT ENQUIRIES FROM CANADA	: 192	3.46	2.25	1.69
FROM TERRITORIES	: 53	0.88	0.91	0.55
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 6	0.73	0.14	0.24
CONNECTIONS ARRANGED	: 16	0.19	0.20	0.12
H. PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST	: 2.38	1.74	1.23	
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 434	2.07	1.37	1.02
HOST GOVERNMENT	: 160	1.42	1.31	0.83
OTHER DEPARTMENT	: 260	1.92	1.54	1.04
PROVINCES/MUNICIPALITIES	: 137	1.73	1.51	0.98
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 6.80	1.77	2.39	
LEAVE, PROFESSIONAL DEVELOP	: 8.03	5.80	4.12	
K. SERVICE TO OTHER MISSION PROGRAMS	: 5.50	0.82	1.72	
L. TOURISM PROGRAM ACTIVITIES	: 1.34	0.28	0.45	
***** TOTALS *****		99.89	99.92	61.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 159
	FROM TERRIT	: 300
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 2144
	FROM TERRIT	: 2048
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 74
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 26
	-LOCALLY ENGAGED	: 35