

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	3657	18.32	31.50	12.14
FROM TERRITORIES :	3152	10.92	21.25	7.83
B.VISITS TO CLIENTS IN TERRITORY :	1249	11.84	11.75	5.78
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	18	2.60	3.75	1.55
MISSIONS :	34	5.56	3.62	2.26
CONFERENCE SEMINARS :	14	1.40	1.33	0.67
OTHER :	28	3.92	1.50	1.34
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	196	4.68	3.20	1.94
POST INITIATED :	60	3.40	2.00	1.33
E.COMMUNICATIONS ACTIVITIES :	77	1.08	0.95	0.50
F.INVESTMENT ENQUIRIES				
FROM CANADA :	60	1.24	0.37	0.40
FROM TERRITORIES :	80	1.56	1.45	0.74
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	21	0.24	0.33	0.14
CONNECTIONS ARRANGED :	10	0.08	0.20	0.07
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.04	1.33	0.33
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	24	0.40	1.16	0.38
HOST GOVERNMENT :	41	1.00	0.29	0.32
OTHER DEPARTMENT :	137	4.20	1.50	1.41
PROVINCES/MUNICIPALITIES :	120	2.60	1.62	1.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.36	2.25	2.63
LEAVE, PROFESSIONAL DEVELOP :		11.60	7.37	4.67
K.SERVICE TO OTHER MISSION PROGRAMS :		4.96	1.20	1.53
***** TOTALS *****		100.00	99.92	49.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 534  
FROM TERRIT : 1087

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 48

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 25  
- LOCALLY-ENGAGED : 24