

TRADE TRACKING SYSTEM

29/01/88

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CARACA	LOC-ENG	
LATIN AMERICA & CARIBBEAN				
A. REPORTS/TERMS/POLICY ENQUIRIES		17.45	31.70	49.15
FROM TERRITORIES :	3125	17.74	33.33	51.07
B. VISITS TO CLIENTS IN TERRITORY	1267	10.34	9.86	20.20
C. EXPORT/TERMS/POLICY PROJECTS AND EVENTS				
FAIRW	15	0.10	0.90	1.00
MISSIONS	19	0.08	0.16	0.24
CONFERENCE SEMINARS	28	0.07	0.03	0.10
OTHER	15	0.07	0.60	0.67
D. COMMERCIAL ECONOMIC REPORTS				
<u>LCT</u> NO REQUESTED	128	0.09	0.03	0.12
POST INITIATED	148	0.10	0.33	0.43
E. COMMUNICATIONS ACTIVITIES	46		0.33	0.33
F. INVESTMENT ENQUIRIES				
GUATEMALA				
HAVANA	53		0.45	0.45
KINGSTON	73		1.03	1.03
G. TECHNOLOGY INFLOW PROGRAM				
MEXICO	6		0.13	0.13
PORT OF SPAIN	13		0.06	0.06
SAN JOSE				
H. PARTICIPATE IN PROG-REL EVENTS OUTSIDE POST	517	1.77	1.31	3.08
I. SERVICE REQUESTS VIA COM'S SOURCES				
NON GOVERNMENT	19	0.14	0.14	0.28
GOVERNMENT	70	1.03	0.43	1.46
OTHER DEPARTMENT	223	0.91	1.06	1.97
PROVINCES/DEPARTAMENTOS	578	1.07	1.39	2.46
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. LEAVE, PROFESSIONAL DEVELOPMENT				
		0.37	2.00	2.37
		0.48	4.78	5.26
K. SERVICE TO OTHER MISSION PROGRAMS		4.77	0.34	5.11
TOTALS		89.92	89.91	179.83

NUMBER OF BUSINESS VISITORS FROM CANADA : 147
FROM TERRIT : 1042

NUMBER OF FOND APPLICATIONS COMMENTED ON : 80

NUMBER OF OCCASION OFFICER POSITIONS - CANADA-BASED : 27
- TERRITORY-BASED : 10