

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

POST	: GUATEMALA	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
			CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	41	0.00	30.00	0.30
	FROM TERRITORIES	61	0.00	25.00	0.25
B. VISITS TO CLIENTS IN TERRITORY		12	0.00	5.00	0.05
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	0	0.00	0.00	0.00
	MISSIONS	0	0.00	0.00	0.00
	CONFERENCE SEMINARS	0	0.00	0.00	0.00
	OTHER	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	4	0.00	15.00	0.15
	POST INITIATED	1	0.00	5.00	0.05
E. COMMUNICATIONS ACTIVITIES		1	0.00	5.00	0.05
F. INVESTMENT ENQUIRIES	FROM CANADA	0	0.00	0.00	0.00
	FROM TERRITORIES	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA		0	0.00	0.00	0.00
	CONNECTIONS ARRANGED	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST			0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO	0	0.00	0.00	0.00
	HOST GOVERNMENT	0	0.00	0.00	0.00
	OTHER DEPARTMENT	0	0.00	0.00	0.00
	PROVINCES/MUNICIPALITIES	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.			0.00	10.00	0.10
	LEAVE, PROFESSIONAL DEVELOP		0.00	5.00	0.05
K. SERVICE TO OTHER MISSION PROGRAMS			0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES			0.00	0.00	0.00
***** TOTALS *****			0.00	100.00	1.00
NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	0			
	FROM TERRIT	0			
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	0			
	FROM TERRIT	0			
NUMBER OF PEMD APPLICATIONS COMMENTED ON		0			
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	0			
	-LOCALLY ENGAGED	1			