

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/03/25

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : GUATEMALA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 52	0.00	30.00	0.30
FROM TERRITORIES	: 101	0.00	30.00	0.30
B. VISITS TO CLIENTS IN TERRITORY	: 18	0.00	10.00	0.10
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 1	0.00	3.00	0.03
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	: 1	0.00	5.00	0.05
POST INITIATED	: 0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES	: 0	0.00	0.00	0.00
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'TN IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	10.00	0.10
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	0.00	12.00	0.12
LEAVE, PROFESSIONAL DEVELOP	: 0	0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS	: 0	0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES	: 0	0.00	0.00	0.00
***** TOTALS *****		0.00	100.00	1.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 12
FROM TERRIT : 56

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 0
- LOCALLY-ENGAGED : 1