

DESCRIPTION

TRADE TRAINING SUMMARY

1983

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1983

LATIN AMERICA & CARIBBEAN

REGION	DESCRIPTION	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
			CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA :	6704	19.76	19.39	19.74
	FROM TERRITORIES :	7413	19.28	19.45	8.60
B. VISITS TO CLIENTS IN TERRITORY		1323	8.09	8.41	4.51
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	LGT	28	9.36	9.94	4.43
	MISSIONS :	47	7.93	4.41	3.75
	CONFERENCE SEMINARS :	48	2.28	2.74	1.67
		63	1.04	1.06	0.38
D. COMMERCIAL & ECONOMIC REPORTS	HQ REPOST :	61	2.85	1.82	1.01
	POST :		8.89	3.93	2.45
E. COMMUNICATIONS ACTIVITIES			2.12	1.04	0.71
F. INVESTMENT ENQUIRIES	FROM CANADA :	13	1.40	0.19	0.42
	FROM TERRITORIES :	29	0.88	0.41	0.15
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FR CONNECTIONS		4	0.30	0.00	0.05
		0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL. EVENTS OUTSIDE			0.48	0.34	0.37
			0.76	0.90	0.43
I. SERVICE REQUESTS FR GOV'T SOURCES	HQ :	114	2.72	1.19	0.88
	OTHER PA :	123	3.82	1.87	1.46
	PROVINCES/REPUBLICS :	101	2.80	1.33	0.99
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN			7.34	2.12	1.63
	LEAVE, PROFESSIONAL DEVELOP :		10.96	9.67	6.74
K. SERVICE TO OTHER MISSION PROGRAMS			0.13	0.74	1.76
L. TOURISM PROGRAM ACTIVITIES			0.08	0.00	0.02
**** TOTALS ****			100.00	96.87	56.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 296
 FROM TERRIT : 628
 * Quarterly reports for these posts were not available.
 FROM CANADA : 2115
 FROM TERRIT : 4102

NUMBER OF BEND APPLICATIONS COMMENTED ON : 97
 NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 25
 -LOCALLY EMPLOYED : 31