

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 8511	18.50	30.24	14.79
FROM TERRITORIES	: 9788	10.69	20.00	9.38
B. VISITS TO CLIENTS IN TERRITORY	: 1774	9.26	7.72	4.96
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS	: 45	5.53	4.00	2.76
MISSIONS	: 74	6.69	5.30	3.49
CONFERENCE SEMINARS	: 53	2.65	3.84	1.96
OTHER	: 303	1.15	1.24	0.71
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 107	1.76	2.09	1.15
POST INITIATED	: 217	5.38	4.30	2.82
E. COMMUNICATIONS ACTIVITIES	: 73	2.19	0.60	0.77
F. INVESTMENT ENQUIRIES FROM CANADA	: 96	1.30	0.21	0.41
FROM TERRITORIES	: 65	0.53	0.54	0.32
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 6	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 1.15	2.36	1.08	
I. SERVICE REQUESTS FM GOV'T SOURCES NGO	: 130	1.07	1.42	0.75
HOST GOVERNMENT	: 128	0.84	0.87	0.51
OTHER DEPARTMENT	: 134	2.19	1.96	1.22
PROVINCES/MUNICIPALITIES	: 110	1.38	1.15	0.74
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 10.42	1.30	3.14	
LEAVE, PROFESSIONAL DEVELOP	: 11.65	10.33	6.44	
K. SERVICE TO OTHER MISSION PROGRAMS	: 5.46	0.45	1.57	
L. TOURISM PROGRAM ACTIVITIES	: 0.11	0.00	0.03	
***** TOTALS *****		99.90	99.92	59.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA	: 197
FROM TERRIT	: 264
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA	: 2756
FROM TERRIT	: 2053
NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 58
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED	: 26
-LOCALLY ENGAGED	: 33