

25/05/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1991

REGION : LATIN AMERICA &amp; CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 6889	16.45	26.56	11.59
FROM TERRITORIES	: 8883	10.40	20.66	8.49
B.VISITS TO CLIENTS IN TERRITORY	: 1634	10.63	8.96	5.03
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 43	2.77	7.50	2.86
MISSIONS	: 71	4.45	4.50	2.33
CONFERENCE SEMINARS	: 58	4.18	1.53	1.38
OTHER	: 68	1.27	1.10	0.61
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 67	2.77	2.20	1.27
POST INITIATED	: 173	7.04	4.76	2.98
E.COMMUNICATIONS ACTIVITIES	: 100	2.31	1.10	0.84
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 81	1.40	0.23	0.38
FROM TERRITORIES	: 71	0.59	0.96	0.42
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 10	0.00	0.26	0.08
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 0	0.72	0.50	0.31
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 93	1.04	0.96	0.52
HOST GOVERNMENT	: 142	2.04	1.50	0.90
OTHER DEPARTMENT	: 159	3.13	3.00	1.59
PROVINCES/MUNICIPALITIES	: 97	2.63	1.33	0.98
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.45	3.50	3.79
LEAVE, PROFESSIONAL DEVELOP :		10.90	6.36	4.31
K.SERVICE TO OTHER MISSION PROGRAMS	: 0	2.72	1.76	1.13
L.TOURISM PROGRAM ACTIVITIES	: 0	0.00	0.70	0.21
***** TOTALS *****		99.89	99.93	52.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 157
	FROM TERRIT	: 217
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 703
	FROM TERRIT	: 2096

NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 95
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 22
	-LOCALLY ENGAGED	: 30