

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	9979	19.57	30.59	14.88
FROM TERRITORIES :	11143	12.38	21.03	9.95
B. VISITS TO CLIENTS IN TERRITORY :	1993	12.15	10.68	6.58
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	55	3.76	5.96	2.89
MISSIONS :	84	6.57	8.06	4.29
CONFERENCE SEMINARS :	76	2.96	3.00	1.73
OTHER :	53	0.65	1.43	0.63
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	103	3.11	1.34	1.24
POST INITIATED :	225	6.00	4.59	3.03
E. COMMUNICATIONS ACTIVITIES :	126	2.50	0.71	0.88
F. INVESTMENT ENQUIRIES FROM CANADA :	75	0.53	0.18	0.20
FROM TERRITORIES :	61	0.34	0.28	0.18
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 :		0.50	1.25	0.53
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	136	1.65	0.75	0.67
HOST GOVERNMENT :	205	1.76	1.09	0.81
OTHER DEPARTMENT :	158	1.73	1.53	0.94
PROVINCES/MUNICIPALITIES :	96	1.15	0.93	0.60
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.96	2.18	3.55
LEAVE, PROFESSIONAL DEVELOP :		8.19	3.50	3.25
K. SERVICE TO OTHER MISSION PROGRAMS :		3.46	0.84	1.17
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.92	99.92	58.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 895
FROM TERRIT : 2755
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 513
FROM TERRIT : 877

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 108

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 26
-LOCALLY ENGAGED : 32