

23/07/91

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1990

SUB-REGION: SOUTH AMERICA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	3097	19.76	29.10	8.10
FROM TERRITORIES :	4454	13.00	22.57	5.98
B. VISITS TO CLIENTS IN TERRITORY :	765	11.53	8.89	3.19
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	11	1.69	1.63	0.53
MISSIONS :	43	5.92	10.15	2.70
CONFERENCE SEMINARS :	19	1.76	1.36	0.49
OTHER :	14	1.23	0.15	0.19
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	33	2.07	0.94	0.45
POST INITIATED :	127	8.61	6.31	2.32
E. COMMUNICATIONS ACTIVITIES :	21	1.15	0.84	0.31
F. INVESTMENT ENQUIRIES				
FROM CANADA :	12	0.15	0.10	0.04
FROM TERRITORIES :	26	0.61	0.26	0.13
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.23	0.00	0.68
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	44	0.61	0.94	0.26
HOST GOVERNMENT :	58	2.46	0.84	0.48
OTHER DEPARTMENT :	35	2.92	0.52	0.48
PROVINCES/MUNICIPALITIES :	37	1.46	0.84	0.35
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		9.92	4.57	2.16
LEAVE, PROFESSIONAL DEVELOP :		7.76	9.36	2.79
K. SERVICE TO OTHER MISSION PROGRAMS :		1.30	0.52	0.27
L. TOURISM PROGRAM ACTIVITIES :		0.76	0.00	0.10
***** TOTALS *****		99.90	99.89	32.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 300  
FROM TERRIT : 371

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 75

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 13  
- LOCALLY-ENGAGED : 19