

21/02/86

Foreign Affairs and International Trade

STARTDATE

TRADING SYSTEM

WORKLOAD AND OFFICER'S SUMMARY ACTIVITY REPORT FOR QUARTER 2 OF FISCAL YEAR 1984

REGION : LATIN AMERICA & CARIBBEAN

LATIN AMERICA & CARIBBEAN

OFFICER-TIME CANADA 11C-ENG TOTAL-TIME PERSON-QTR

REPORT/TRADE/POLICY ENQUIRIES FROM CANADA	9744	19.80	32.40	18.84
FROM TERRITORIES	8583	34.30	21.62	11.76
VISITS TO CLIENTS IN TERRITORY	1134	8.07	8.65	5.11
REPORT/TRADE/POLICY PROJECTS AND EVENTS	34	4.42	2.87	2.84
COMMERCIAL* ECONOMIC REPORTS	86	2.38	1.77	1.94
COMMUNICATIONS ACTIVITIES	149	2.23	1.00	6.93
INVESTMENT ENQUIRIES	192	3.46	2.35	1.93
TECHNOLOGY INFLOW PROGRAM ENQUIRIES	6	0.73	0.14	0.24
PARTICIPATION IN PROC-REL EVENTS OUTSIDE TERRITORY	16	0.15	0.21	0.17
SERVICE REQUESTS FR GOV'T BODIES	34	2.07	1.37	1.07
OTHER DEPARTMENT	260	2.92	1.54	1.04
PROVINCES/MUNICIPALITIES	137	1.73	1.51	0.98
ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		6.80	1.77	3.35
LEAVE, PROFESSIONAL DEVELOP.		8.83	8.80	4.17
SERVICE TO OTHER MISSION PROGRAMS		5.50	0.82	1.72
TOURISM PROGRAM ACTIVITIES		1.34	0.28	0.13
**** TOTALS ****		99.85	99.92	61.00

LGT

- BOGOTA
- BRASILIA
- BRIDGETOWN
- BUENOS AIRES
- CARACAS
- GEORGETOWN
- \* GUATEMALA
- HAVANA
- KINGSTON
- LIMA
- MEXICO
- PORT OF SPAIN
- SAN JOSE
- SANTIAGO
- \* SANTO DOMINGO
- SAO PAULO

\* Quarterly reports for these posts were not available.

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA	159
FROM TERRIT	300
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA	2144
FROM TERRIT	2049
NUMBER OF POND APPLICATIONS COMMENTED ON	74
NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED	26
- LOCALLY ENGAGED	33