

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

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	6912	19.52	28.30	14.22
FROM TERRITORIES :	8299	12.64	22.60	10.62
B.VISITS TO CLIENTS IN TERRITORY :	1419	11.40	9.27	5.91
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	40	3.24	4.09	2.16
MISSIONS :	91	6.12	8.00	4.17
CONFERENCE SEMINARS :	56	1.56	1.45	0.87
OTHER :	90	1.16	0.39	0.42
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	87	2.32	1.57	1.10
POST INITIATED :	235	7.40	5.90	3.80
E.COMMUNICATIONS ACTIVITIES :	82	2.08	0.84	0.80
F.INVESTMENT ENQUIRIES				
FROM CANADA :	81	0.84	0.24	0.29
FROM TERRITORIES :	81	0.68	0.42	0.31
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	0.09	0.03
CONNECTIONS ARRANGED. :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.92	1.51	1.48
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	120	1.60	1.24	0.81
HOST GOVERNMENT :	138	2.16	0.87	0.83
OTHER DEPARTMENT :	131	2.72	1.33	1.12
PROVINCES/MUNICIPALITIES :	102	1.84	1.39	0.92
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	3.36	3.61
LEAVE, PROFESSIONAL DEVELOP :		6.96	6.69	3.95
K.SERVICE TO OTHER MISSION PROGRAMS :		1.44	0.36	0.48
L.TOURISM PROGRAM ACTIVITIES :		0.40	0.00	0.10
***** TOTALS *****		100.00	99.91	58.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 1063
FROM TERRIT : 2702

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 118

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 25
- LOCALLY-ENGAGED : 33