

TRADE TRACKING SYSTEM

08/11/63

WORKLOAD AND OFFICER EMPLOYMENT
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1964

REGION : LATIN AMERICA & CARIBBEAN

LATIN AMERICA & CARIBBEAN

		OFFICER- CARRIER	TIME 100-500 PERCENT- OFF	TOTAL-TIME PERCENT- OFF
A. EXPORT/TRADE/POLICY ENQUIRY	FROM CANADA :	2457	18.33	21.50
	FROM TERRITORIES :	2152	18.92	21.25
B. VISITS TO CLIENTS IN TERRITORY		1249	11.98	11.75
C. EXPORT/TRADE/POLICY PROJECTS AND BUSINESS	FAIRS :	18	3.40	3.75
	MISSIONS :	14	5.58	3.62
	CONFERENCE SEMINARS :	24	1.60	1.33
	OTHER :	28	3.92	1.50
D. COMMERCIAL / ECONOMIC	BRIDGETOWN			
	GUATEMALA			
	HAVANA			
	*KINGSTON			
	MEXICO			
	PORT OF SPAIN			
	SAN JOSE			
	BOGOTA			
	BRASILIA			
	BUENOS AIRES			
	CARACAS			
	LIMA			
	SANTIAGO			
	*SAO PAULO			
E. INVESTMENT ENQUIRY	FROM CANADA :	60	1.36	1.65
	FROM TERRITORIES :			
F. TECHNICAL INQUIRY	FROM CANADA :	71	0.74	0.33
	CONNECTIONS ARRANGED :	16	0.78	0.20
G. PARTICIPATION IN PROGRAMS	EVENTS OUTSIDE POST :		0.04	1.03
H. SERVICE ENQUIRY IN GOV'T SERVICE	100 :	24	0.40	1.16
	OTHER EMPLOYMENT :	137	4.20	1.80
	PROVINCES/MUNICIPALITIES :	120	2.67	1.62
I. ADMINISTRATION	PERSONNEL MANAGEMENT & ADMIN. :		0.38	2.75
	LEAVE, PROFESSIONAL DEVELOP. :		11.68	4.67
J. SERVICE TO OTHER MISSION PROGRAMS			4.56	1.33
***** TOTALS *****			100.00	49.00

* Quarterly reports for these posts were not available

NUMBER OF BUSINESS VISITORS FROM CANADA : 534
FROM TERRITORY : 1097

NUMBER OF NEW APPLICATIONS CONVERTED ON : 48

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 10
SOCIALLY-ENGAGED : 14