

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	4283	19.14	31.62	14.53
FROM TERRITORIES :	3806	14.10	18.34	9.27
B.VISITS TO CLIENTS IN TERRITORY :	1047	8.53	10.62	5.47
C.EXPORT/TRADE/POLICY FAIRS :	20	1.39	2.96	1.25
PROJECTS AND EVENTS MISSIONS :	54	10.28	8.20	5.26
CONFERENCE SEMINARS :	20	1.28	1.55	0.81
OTHER :	31	1.42	1.31	0.78
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	71	4.67	2.86	2.14
POST INITIATED :	139	3.82	4.24	2.30
E.COMMUNICATIONS ACTIVITIES :	117	2.07	0.48	0.72
F.INVESTMENT ENQUIRIES FROM CANADA :	54	1.50	0.65	0.61
FROM TERRITORIES :	58	0.96	0.48	0.41
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	10	0.21	0.06	0.08
CONNECTIONS ARRANGED :	5	0.07	0.34	0.12
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.78	2.82	1.60
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	113	1.28	0.75	0.58
HOST GOVERNMENT :	100	1.82	0.82	0.75
OTHER DEPARTMENT :	107	4.03	1.10	1.45
PROVINCES/MUNICIPALITIES :	90	3.50	1.17	1.32
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.71	2.24	2.81
LEAVE, PROFESSIONAL DEVELOP :		4.10	5.06	2.62
K.SERVICE TO OTHER MISSION PROGRAMS :		5.25	2.24	2.12
***** TOTALS *****		99.91	99.91	57.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 880
FROM TERRIT : 1153

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 59

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 28
- LOCALLY-ENGAGED : 29