

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 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 :	5935	19.53	24.65	12.97
FROM TERRITORIES :	8399	11.42	21.21	9.76
B. VISITS TO CLIENTS IN TERRITORY :	2068	11.84	11.31	6.70
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	43	5.03	5.65	3.12
MISSIONS :	77	6.57	3.46	2.82
CONFERENCE SEMINARS :	46	1.88	1.53	0.98
OTHER :	61	1.42	1.90	0.98
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	97	2.65	2.78	1.58
POST INITIATED :	243	6.96	5.25	3.49
E. COMMUNICATIONS ACTIVITIES :	63	1.57	0.56	0.59
F. INVESTMENT ENQUIRIES				
FROM CANADA :	44	0.38	0.25	0.18
FROM TERRITORIES :	73	0.42	0.62	0.31
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	0.07	0.12	0.06
CONNECTIONS ARRANGED :	3	0.00	0.03	0.01
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.38	2.68	2.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	107	1.23	1.90	0.93
HOST GOVERNMENT :	108	1.38	0.65	0.57
OTHER DEPARTMENT :	143	2.30	1.43	1.06
PROVINCES/MUNICIPALITIES :	102	1.53	0.75	0.64
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		9.80	1.90	3.16
LEAVE, PROFESSIONAL DEVELOP :		7.07	8.09	4.43
K. SERVICE TO OTHER MISSION PROGRAMS :		2.34	3.18	1.63
L. TOURISM PROGRAM ACTIVITIES :		0.11	0.00	0.03
***** TOTALS *****		99.88	99.90	58.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 1160
FROM TERRIT : 2484

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 131

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 26
- LOCALLY-ENGAGED : 32