

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : GUATEMALA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 106	0.00	20.00	0.20
FROM TERRITORIES	: 123	0.00	20.00	0.20
B.VISITS TO CLIENTS IN TERRITORY	: 25	0.00	10.00	0.10
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 0	0.00	0.00	0.00
CONFERENCE SEMINARS	: 0	0.00	0.00	0.00
OTHER	: 0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 5	0.00	25.00	0.25
POST INITIATED	: 4	0.00	5.00	0.05
E.COMMUNICATIONS ACTIVITIES	: 4	0.00	5.00	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 1	0.00	2.00	0.02
FROM TERRITORIES	: 3	0.00	3.00	0.03
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 0	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 0	0.00	0.00	0.00
HOST GOVERNMENT	: 0	0.00	0.00	0.00
OTHER DEPARTMENT	: 0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES	: 0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 0	0.00	10.00	0.10
LEAVE, PROFESSIONAL DEVELOP	: 0	0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS	: 0	0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES	: 0	0.00	0.00	0.00
***** TOTALS *****		0.00	100.00	1.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 0  
 FROM TERRIT : 0  
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 9  
 FROM TERRIT : 27  
 NUMBER OF PEMD APPLICATIONS COMMENTED ON : 0  
 NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 0  
 -LOCALLY ENGAGED : 1