

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

SUB-REGION: SOUTH AMERICA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	2691	13.80	26.07	5.46
FROM TERRITORIES :	2886	8.93	22.69	4.29
B. VISITS TO CLIENTS IN TERRITORY :	721	10.80	11.84	3.16
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	25	2.80	5.15	1.09
MISSIONS :	38	3.66	2.76	0.91
CONFERENCE SEMINARS :	19	2.26	3.61	0.81
OTHER :	30	0.86	0.07	0.14
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	46	1.53	1.00	0.36
POST INITIATED :	100	7.00	3.38	1.49
E. COMMUNICATIONS ACTIVITIES :	30	2.73	0.30	0.45
F. INVESTMENT ENQUIRIES				
FROM CANADA :	62	1.13	0.30	0.21
FROM TERRITORIES :	45	0.60	0.76	0.19
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.06	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.13	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	39	1.33	1.53	0.40
HOST GOVERNMENT :	49	1.26	0.69	0.28
OTHER DEPARTMENT :	280	7.80	5.76	1.92
PROVINCES/MUNICIPALITIES :	39	1.53	2.30	0.53
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	3.15	1.91
LEAVE, PROFESSIONAL DEVELOP :		18.73	7.76	3.82
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.76	0.55
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	99.88	28.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 409  
FROM TERRIT : 828

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 29

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 15  
- LOCALLY-ENGAGED : 13