

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

REGION : LATIN AMERICA & CARIBBEAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	5815	16.64	25.79	11.64
FROM TERRITORIES :	5774	11.36	22.13	9.26
B. VISITS TO CLIENTS IN TERRITORY :	1351	11.64	11.03	6.11
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	23	4.16	4.34	2.30
MISSIONS :	47	6.68	3.79	2.77
CONFERENCE SEMINARS :	25	0.76	0.89	0.45
OTHER :	62	3.16	2.10	1.40
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	101	2.32	3.06	1.47
POST INITIATED :	209	7.80	5.31	3.49
E. COMMUNICATIONS ACTIVITIES :	35	1.44	0.72	0.57
F. INVESTMENT ENQUIRIES				
FROM CANADA :	149	1.28	0.51	0.47
FROM TERRITORIES :	89	1.20	1.00	0.59
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	15	0.08	0.68	0.22
CONNECTIONS ARRANGED :	8	0.04	0.06	0.03
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.36	1.86	0.63
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	162	0.76	1.82	0.72
HOST GOVERNMENT :	102	1.76	0.62	0.62
OTHER DEPARTMENT :	97	1.72	1.79	0.95
PROVINCES/MUNICIPALITIES :	124	1.96	3.17	1.41
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		12.00	3.48	4.01
LEAVE, PROFESSIONAL DEVELOP :		9.64	5.13	3.90
K. SERVICE TO OTHER MISSION PROGRAMS :		3.24	0.62	0.99
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.90	54.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 674
FROM TERRIT : 1665

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 96

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 25
- LOCALLY-ENGAGED : 29