

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	119	19.00	27.50	0.93
FROM TERRITORIES :	119	12.50	20.00	0.65
B.VISITS TO CLIENTS IN TERRITORY :	41	4.00	15.00	0.38
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	6.00	2.50	0.17
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	8	5.00	1.00	0.12
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	2	1.50	0.00	0.03
POST INITIATED :	4	2.50	5.00	0.15
E.COMMUNICATIONS ACTIVITIES :	65	2.50	11.00	0.27
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.50	0.00	0.01
FROM TERRITORIES :	5	0.50	3.50	0.08
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.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	0.00	2.50	0.05
HOST GOVERNMENT :	2	1.00	0.00	0.02
OTHER DEPARTMENT :	14	3.50	2.50	0.12
PROVINCES/MUNICIPALITIES :	14	4.00	5.00	0.18
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		24.00	4.50	0.57
K.SERVICE TO OTHER MISSION PROGRAMS :		3.50	0.00	0.07
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 34
FROM TERRIT : 43

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 2