

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	127	5.00	40.00	0.45
FROM TERRITORIES :	92	8.00	30.00	0.38
B.VISITS TO CLIENTS IN TERRITORY :	10	0.00	5.00	0.05
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	5.00	0.05
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	1	0.00	5.00	0.05
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	1.00	0.00	0.01
POST INITIATED :	2	0.00	2.00	0.02
E.COMMUNICATIONS ACTIVITIES :	1	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	1.00	0.01
FROM TERRITORIES :	2	0.00	2.00	0.02
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	3.00	0.03
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	1.00	0.01
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	2	0.00	3.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.00	3.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		84.00	0.00	0.84
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00
NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :		0		
FROM TERRIT :		2		
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :		18		
FROM TERRIT :		15		
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		1		
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :		1		
-LOCALLY ENGAGED :		1		