

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 121	16.00	25.00	0.82
FROM TERRITORIES	: 123	7.50	26.00	0.67
B. VISITS TO CLIENTS IN TERRITORY	45	20.00	15.00	0.70
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 1	0.00	5.00	0.10
MISSIONS	: 0	0.00	0.00	0.00
OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 9	1.00	3.50	0.09
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 3	1.50	2.50	0.08
FROM TERRITORIES	: 4	0.00	2.50	0.05
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 1	0.00	2.50	0.05
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	: 0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 4	2.50	2.00	0.09
FROM OTHER GOV'T SOURCES- CONTACTS	: 18	5.00	9.00	0.28
- REPORTS	: 5	1.50	1.50	0.06
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		32.00	1.50	0.67
LEAVE, PROFESSIONAL DEVELOP		0.50	4.00	0.09
J. SERVICE TO OTHER MISSION PROGRAMS		12.50	0.00	0.25
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 38  
FROM TERRIT : 48

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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