

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : PORT-OF-SPAIN

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME PERSON-QTR |
|---|--------|----------------|---------|--------------------------|
| | | CANADA | LOC-ENG | |
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 174 | 8.50 | 27.50 | 0.72 |
| FROM TERRITORIES : | 121 | 5.50 | 17.00 | 0.45 |
| B.VISITS TO CLIENTS IN TERRITORY : | 102 | 15.00 | 18.00 | 0.66 |
| C.EXPORT/TRADE/POLICY FAIRS : | 2 | 6.00 | 1.50 | 0.15 |
| PROJECTS AND EVENTS MISSIONS : | 5 | 4.50 | 7.50 | 0.24 |
| CONFERENCE SEMINARS : | 2 | 1.50 | 0.50 | 0.04 |
| OTHER : | 0 | 0.00 | 0.00 | 0.00 |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 6 | 2.00 | 1.00 | 0.06 |
| POST INITIATED : | 6 | 2.50 | 3.00 | 0.11 |
| E.COMMUNICATIONS ACTIVITIES : | 39 | 11.00 | 1.50 | 0.25 |
| F.INVESTMENT ENQUIRIES FROM CANADA : | 4 | 1.00 | 0.00 | 0.02 |
| FROM TERRITORIES : | 5 | 1.00 | 0.50 | 0.03 |
| G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 2 | 0.50 | 0.00 | 0.01 |
| CONNECTIONS ARRANGED : | 3 | 0.50 | 5.00 | 0.11 |
| H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST : | | 2.50 | 0.50 | 0.06 |
| I.SERVICE REQUESTS FM GOV'T SOURCES NGO : | 6 | 1.50 | 0.50 | 0.04 |
| HOST GOVERNMENT : | 6 | 2.00 | 0.00 | 0.04 |
| OTHER DEPARTMENT : | 18 | 7.00 | 2.50 | 0.19 |
| PROVINCES/MUNICIPALITIES : | 28 | 8.00 | 6.00 | 0.28 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 8.00 | 0.00 | 0.16 |
| LEAVE, PROFESSIONAL DEVELOP : | | 11.50 | 7.50 | 0.38 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 0.00 | 0.00 | 0.00 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 4.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 56
FROM TERRIT : 97

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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