

02/06/92

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	188	8.00	31.66	1.03
FROM TERRITORIES :	149	6.00	29.33	0.94
B.VISITS TO CLIENTS IN TERRITORY :	78	20.00	6.33	0.39
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	4	20.00	3.66	0.31
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	4	7.00	0.66	0.09
E.COMMUNICATIONS ACTIVITIES :	1	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	3	1.00	0.66	0.03
FROM TERRITORIES :	1	0.00	0.33	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.66	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		8.00	0.00	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	0.00	0.66	0.02
OTHER DEPARTMENT :	4	0.00	2.33	0.07
PROVINCES/MUNICIPALITIES :	1	0.00	1.33	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	2.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		8.00	20.33	0.69
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.02
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	6
	FROM TERRIT :	38
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	45
	FROM TERRIT :	131
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	3