

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	105	0.00	35.00	0.35
FROM TERRITORIES :	77	0.00	25.00	0.25
B.VISITS TO CLIENTS IN TERRITORY :	4	0.00	5.00	0.05
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	2.00	0.02
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	1	0.00	3.00	0.03
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	1.00	0.01
FROM TERRITORIES :	1	0.00	1.00	0.01
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	3.00	0.03
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	10.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	15.00	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		0.00	100.00	1.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 4

FROM TERRIT : 0

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 21

FROM TERRIT : 6

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 2

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 0

-LOCALLY ENGAGED : 1