

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : PORT OF SPAIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	138	4.00	28.00	0.88
FROM TERRITORIES :	189	4.00	27.33	0.86
B.VISITS TO CLIENTS IN TERRITORY :	54	7.00	9.66	0.36
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	9.00	6.33	0.28
MISSIONS :	5	2.00	3.66	0.13
CONFERENCE SEMINARS :	4	2.00	0.66	0.04
OTHER :	2	1.00	0.00	0.01
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.66	0.03
POST INITIATED :	9	2.00	2.66	0.10
E.COMMUNICATIONS ACTIVITIES :	14	3.00	1.66	0.08
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	1.00	0.00	0.01
FROM TERRITORIES :	5	3.00	0.33	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	1.00	0.00	0.01
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	6.00	0.18
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	3.00	0.00	0.03
HOST GOVERNMENT :	6	2.00	0.66	0.04
OTHER DEPARTMENT :	11	1.00	1.66	0.06
PROVINCES/MUNICIPALITIES :	10	1.00	2.33	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	0.00	0.08
LEAVE, PROFESSIONAL DEVELOP :		39.00	8.33	0.64
K.SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.00	0.06
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.93	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 54  
FROM TERRIT : 116

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1  
- LOCALLY-ENGAGED : 3