

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	148	4.00	22.33	0.71
FROM TERRITORIES :	155	4.00	21.33	0.68
B. VISITS TO CLIENTS IN TERRITORY :	65	7.00	17.00	0.58
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	4.00	6.33	0.23
MISSIONS :	4	4.00	2.33	0.11
CONFERENCE SEMINARS :	5	6.00	1.66	0.11
OTHER :	2	1.00	0.00	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	2.00	0.00	0.02
POST INITIATED :	7	2.00	6.00	0.20
E. COMMUNICATIONS ACTIVITIES :	3	3.00	0.00	0.03
F. INVESTMENT ENQUIRIES FROM CANADA :	2	1.00	0.00	0.01
FROM TERRITORIES :	7	1.00	2.00	0.07
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	1.00	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	2.00	0.00	0.02
HOST GOVERNMENT :	9	6.00	0.33	0.07
OTHER DEPARTMENT :	15	8.00	3.00	0.17
PROVINCES/MUNICIPALITIES :	8	3.00	1.66	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		12.00	16.00	0.60
K. SERVICE TO OTHER MISSION PROGRAMS :		14.00	0.00	0.14
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.97	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0  
FROM TERRIT : 0  
NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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