

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

91/03/25

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	208	3.00	17.66	0.56
FROM TERRITORIES :	250	5.00	24.00	0.77
B.VISITS TO CLIENTS IN TERRITORY :	97	15.00	11.66	0.50
C.EXPORT/TRADE/POLICY FAIRS :	1	3.00	9.00	0.30
PROJECTS AND EVENTS MISSIONS :	2	5.00	3.66	0.16
CONFERENCE SEMINARS :	4	2.00	2.00	0.08
OTHER :	4	1.00	3.66	0.12
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	2.00	0.00	0.02
POST INITIATED :	5	2.00	1.66	0.07
E.COMMUNICATIONS ACTIVITIES :	3	1.00	0.00	0.01
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	5	2.00	0.66	0.04
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 :		16.00	0.00	0.16
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	1.00	0.00	0.01
HOST GOVERNMENT :	5	2.00	0.00	0.02
OTHER DEPARTMENT :	10	4.00	4.00	0.16
PROVINCES/MUNICIPALITIES :	14	6.00	2.00	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	0.00	0.08
LEAVE, PROFESSIONAL DEVELOP :		18.00	19.33	0.76
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.04
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 70
FROM TERRIT : 129

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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