

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST	: PORT-OF-SPAIN	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
			CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA :	184	18.00	28.50	0.75
	FROM TERRITORIES :	184	12.00	32.50	0.77
B. VISITS TO CLIENTS IN TERRITORY	:	70	15.00	8.00	0.31
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS :	1	0.00	1.00	0.02
	MISSIONS :	2	2.00	5.00	0.12
	CONFERENCE SEMINARS :	3	10.00	7.50	0.25
	OTHER :	2	0.00	3.00	0.06
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED :	0	0.00	0.00	0.00
	POST INITIATED :	3	1.00	0.00	0.01
E. COMMUNICATIONS ACTIVITIES	:	4	6.00	0.00	0.06
F. INVESTMENT ENQUIRIES	FROM CANADA :	0	0.00	0.00	0.00
	FROM TERRITORIES :	1	0.00	0.00	0.00
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	:		5.00	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO :	6	3.00	0.00	0.03
	HOST GOVERNMENT :	1	1.00	0.00	0.01
	OTHER DEPARTMENT :	3	1.00	0.00	0.01
	PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	:		10.00	0.00	0.10
	LEAVE, PROFESSIONAL DEVELOP :		8.00	14.50	0.37
K. SERVICE TO OTHER MISSION PROGRAMS	:		8.00	0.00	0.08
L. TOURISM PROGRAM ACTIVITIES	:		0.00	0.00	0.00
***** TOTALS *****			100.00	100.00	3.00
NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)		FROM CANADA :	7		
		FROM TERRIT :	2		
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)		FROM CANADA :	35		
		FROM TERRIT :	124		
NUMBER OF PEMD APPLICATIONS COMMENTED ON		:	1		
NUMBER OF OCCUPIED OFFICER POSITIONS		-CANADA BASED :	1		
		-LOCALLY ENGAGED :	2		