

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	236	12.00	38.33	1.27
FROM TERRITORIES :	209	3.00	39.00	1.20
B.VISITS TO CLIENTS IN TERRITORY :	78	18.00	4.66	0.32
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	0.00	1.00	0.03
CONFERENCE SEMINARS :	4	0.00	7.66	0.23
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	1.00	0.00	0.01
POST INITIATED :	5	12.00	0.33	0.13
E.COMMUNICATIONS ACTIVITIES :	2	3.00	0.00	0.03
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	1	0.00	0.66	0.02
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 :	3	1.00	0.00	0.01
HOST GOVERNMENT :	4	1.00	0.33	0.02
OTHER DEPARTMENT :	4	4.00	3.66	0.15
PROVINCES/MUNICIPALITIES :	3	0.00	1.66	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		25.00	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP :		13.00	2.66	0.21
K.SERVICE TO OTHER MISSION PROGRAMS :		7.00	0.00	0.07
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	6
	FROM TERRIT :	26
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	36
	FROM TERRIT :	80
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	3