

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 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 :	191	5.00	24.33	0.78
FROM TERRITORIES :	129	4.00	15.00	0.49
B. VISITS TO CLIENTS IN TERRITORY :	59	11.00	12.33	0.48
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	2.00	0.00	0.02
MISSIONS :	4	12.00	10.33	0.43
CONFERENCE SEMINARS :	4	6.00	3.33	0.16
OTHER :	4	2.00	2.00	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	3.00	0.00	0.03
POST INITIATED :	4	5.00	1.66	0.10
E. COMMUNICATIONS ACTIVITIES :	3	5.00	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.00	0.00	0.00
FROM TERRITORIES :	4	2.00	0.00	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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	6.66	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	4.00	0.00	0.04
HOST GOVERNMENT :	5	2.00	0.66	0.04
OTHER DEPARTMENT :	11	6.00	2.00	0.12
PROVINCES/MUNICIPALITIES :	9	4.00	2.33	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.00	0.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		8.00	19.33	0.66
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.96	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	7
	FROM TERRIT :	14
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	55
	FROM TERRIT :	131
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	3