

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	119	8.00	29.50	0.75
FROM TERRITORIES :	160	8.50	25.50	0.68
B. VISITS TO CLIENTS IN TERRITORY :	53	10.00	14.00	0.48
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS :				
FAIRS :	2	5.00	4.50	0.19
MISSIONS :	4	3.50	3.00	0.13
CONFERENCE SEMINARS :	3	2.50	0.00	0.05
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	0.50	0.03
POST INITIATED :	5	1.00	5.00	0.12
E. COMMUNICATIONS ACTIVITIES :	26	8.00	0.00	0.16
F. INVESTMENT ENQUIRIES FROM CANADA :	3	0.00	2.50	0.05
FROM TERRITORIES :	9	1.00	2.50	0.07
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.50	0.00	0.03
I. SERVICE REQUESTS FM GOV'T SOURCES :				
NGO :	5	1.00	0.00	0.02
HOST GOVERNMENT :	7	3.50	0.00	0.07
OTHER DEPARTMENT :	22	8.50	2.00	0.21
PROVINCES/MUNICIPALITIES :	17	7.00	3.00	0.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		9.00	0.00	0.18
LEAVE, PROFESSIONAL DEVELOP :		11.00	4.00	0.30
K. SERVICE TO OTHER MISSION PROGRAMS :		10.00	4.00	0.28
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 38  
FROM TERRIT : 82

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 2