

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/04/05

FOR QUARTER 3 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 :	13	3.00	31.33	0.97
FROM TERRITORIES :	138	3.00	21.66	0.68
B.VISITS TO CLIENTS IN TERRITORY :	81	16.00	15.33	0.62
C.EXPORT/TRADE/POLICY FAIRS :	2	3.00	3.33	0.13
PROJECTS AND EVENTS MISSIONS :	1	3.00	0.00	0.03
CONFERENCE SEMINARS :	2	3.00	0.00	0.03
OTHER :	7	0.00	8.66	0.26
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	3.00	7.33	0.25
POST INITIATED :	2	2.00	0.00	0.02
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	3	5.00	0.00	0.05
FROM TERRITORIES :	3	1.00	1.66	0.06
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 :		20.00	0.00	0.20
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	2.00	0.00	0.02
OTHER DEPARTMENT :	14	2.00	3.33	0.12
PROVINCES/MUNICIPALITIES :	9	4.00	5.33	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	0.00	0.13
LEAVE, PROFESSIONAL DEVELOP :		10.00	2.00	0.16
K.SERVICE TO OTHER MISSION PROGRAMS :		7.00	0.00	0.07
***** TOTALS *****		100.00	99.96	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 33
FROM TERRIT : 66

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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