

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	239	25.00	34.33	1.28
FROM TERRITORIES :	186	12.00	29.00	0.99
B.VISITS TO CLIENTS IN TERRITORY :	35	15.00	5.33	0.31
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	5	10.00	1.66	0.15
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	6.00	1.66	0.11
POST INITIATED :	3	2.00	2.33	0.09
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
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 :	3	0.00	2.66	0.08
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	0.00	0.33	0.01
OTHER DEPARTMENT :	7	0.00	2.66	0.08
PROVINCES/MUNICIPALITIES :	2	5.00	1.66	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		0.00	17.66	0.53
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	99.94	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	3
	FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	31
	FROM TERRIT :	42
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		8
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	3