

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : BRIDGETOWN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	500	10.00	47.00	0.57
FROM TERRITORIES :	250	20.00	10.00	0.30
B. VISITS TO CLIENTS IN TERRITORY :	100	20.00	2.00	0.22
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	5.00	0.00	0.05
MISSIONS :	1	5.00	10.00	0.15
CONFERENCE SEMINARS :	1	5.00	0.00	0.05
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.00	0.00	0.02
POST INITIATED :	4	0.00	2.00	0.02
E. COMMUNICATIONS ACTIVITIES :	2	3.00	5.00	0.08
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	5.00	0.00	0.05
FROM TERRITORIES :	3	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	3.00	0.00	0.03
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	15.00	0.18
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	1.00	0.11
LEAVE, PROFESSIONAL DEVELOP :		6.00	8.00	0.14
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.03
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	0
FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	37
FROM TERRIT :	120
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED :	1
- LOCALLY ENGAGED :	1