

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : BRIDGETOWN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	135	5.00	40.00	0.45
FROM TERRITORIES :	63	3.00	15.00	0.18
B.VISITS TO CLIENTS IN TERRITORY :	85	10.00	15.00	0.25
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	2	0.00	5.00	0.05
OTHER :	2	0.00	5.00	0.05
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	4	10.00	2.00	0.12
POST INITIATED :	3	5.00	1.00	0.06
E.COMMUNICATIONS ACTIVITIES :	3	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	5	3.00	0.00	0.03
FROM TERRITORIES :	1	1.00	0.00	0.01
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	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	1.00	1.00	0.02
HOST GOVERNMENT :	0	1.00	0.00	0.01
OTHER DEPARTMENT :	4	10.00	5.00	0.15
PROVINCES/MUNICIPALITIES :	0	1.00	2.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	1.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		33.00	8.00	0.41
K.SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.10
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 37
FROM TERRIT : 22

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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