

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	142	32.00	31.00	1.26
FROM TERRITORIES :	80	14.00	23.00	0.74
B. VISITS TO CLIENTS IN TERRITORY	51	12.00	18.00	0.60
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	1.00	0.00	0.02
OTHER :	2	3.00	0.00	0.06
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	9	6.00	3.00	0.18
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	3	1.00	1.00	0.04
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	2	4.00	4.00	0.16
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	1	0.00	0.00	0.00
FROM OTHER GOV'T SOURCES- CONTACTS :	23	6.00	8.00	0.28
- REPORTS :	4	1.00	2.00	0.06
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		9.00	1.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		3.00	9.00	0.24
J. SERVICE TO OTHER MISSION PROGRAMS		8.00	0.00	0.16
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 66

FROM TERRIT : 49

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2

- LOCALLY-ENGAGED : 2