

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

90/01/22

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	87	4.00	17.00	0.38
FROM TERRITORIES :	105	5.00	17.50	0.40
B.VISITS TO CLIENTS IN TERRITORY :	49	12.00	11.50	0.35
C.EXPORT/TRADE/POLICY FAIRS :	2	4.00	2.50	0.09
PROJECTS AND EVENTS MISSIONS :	1	2.00	0.00	0.02
CONFERENCE SEMINARS :	2	4.00	0.00	0.04
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.00	11.00	0.24
POST INITIATED :	6	4.00	4.00	0.12
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	2	5.00	0.00	0.05
FROM TERRITORIES :	3	0.00	2.50	0.05
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.01
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	2.00	0.00	0.02
HOST GOVERNMENT :	6	4.00	1.50	0.07
OTHER DEPARTMENT :	25	3.00	7.50	0.18
PROVINCES/MUNICIPALITIES :	3	1.00	0.00	0.01
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	0.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		15.00	21.50	0.58
K.SERVICE TO OTHER MISSION PROGRAMS :		20.00	3.50	0.27
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 21
FROM TERRIT : 53

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2