

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	191	15.00	33.50	0.97
FROM TERRITORIES	96	5.00	21.50	0.53
B. VISITS TO CLIENTS IN TERRITORY	46	7.50	17.50	0.50
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.00	0.00	0.00
MISSIONS	0	0.00	0.00	0.00
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	26	10.00	8.50	0.37
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	0	0.00	0.00	0.00
FROM TERRITORIES	1	0.00	2.50	0.05
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. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	23	10.00	3.00	0.26
FROM OTHER GOV'T SOURCES- CONTACTS	24	17.00	4.50	0.43
- REPORTS	10	3.00	3.50	0.13
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		15.00	1.00	0.32
LEAVE, PROFESSIONAL DEVELOP		12.50	4.50	0.34
J. SERVICE TO OTHER MISSION PROGRAMS		5.00	0.00	0.10
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 25
FROM TERRIT : 97

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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