

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	129	18.50	28.50	0.94
FROM TERRITORIES :	84	9.50	21.00	0.61
B. VISITS TO CLIENTS IN TERRITORY :	70	12.00	12.50	0.49
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	3.00	5.00	0.16
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	2.50	0.05
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	3	2.00	0.00	0.04
POST INITIATED :	14	5.50	7.50	0.26
E. COMMUNICATIONS ACTIVITIES :	23	5.00	2.50	0.15
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	1.50	0.00	0.03
FROM TERRITORIES :	4	1.50	2.50	0.08
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA				
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	6	2.50	0.00	0.05
OTHER DEPARTMENT :	18	4.50	3.00	0.15
PROVINCES/MUNICIPALITIES :	14	3.50	3.50	0.14
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		6.00	0.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		17.50	11.50	0.58
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 32
FROM TERRIT : 71

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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