

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	106	22.50	25.00	0.95
FROM TERRITORIES	69	18.00	24.50	0.85
B. VISITS TO CLIENTS IN TERRITORY	31	8.00	11.00	0.38
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.00	0.00	0.00
MISSIONS	1	5.00	8.50	0.27
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	13	12.50	7.00	0.39
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	2	0.00	2.50	0.05
FROM TERRITORIES	0	0.00	0.00	0.00
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	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM. GOV'T. SOURCES-DEA. REPTS.	1	0.00	1.00	0.02
FROM OTHER GOV'T SOURCES- CONTACTS	17	13.50	6.50	0.40
- REPORTS	7	6.50	1.00	0.15
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		3.50	1.00	0.09
LEAVE, PROFESSIONAL DEVELOP		3.00	11.00	0.28
J. SERVICE TO OTHER MISSION PROGRAMS		7.50	1.00	0.17
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 24
FROM TERRIT : 39

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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