

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	174	5.00	29.00	0.92
FROM TERRITORIES :	146	5.00	22.66	0.73
B.VISITS TO CLIENTS IN TERRITORY :	125	6.00	13.33	0.46
C.EXPORT/TRADE/POLICY FAIRS :	2	10.00	2.33	0.17
PROJECTS AND EVENTS MISSIONS :	3	5.00	13.66	0.46
CONFERENCE SEMINARS :	3	8.00	5.00	0.23
OTHER :	3	2.00	0.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	2.00	0.66	0.04
POST INITIATED :	8	3.00	2.66	0.11
E.COMMUNICATIONS ACTIVITIES :	3	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	2	2.00	0.00	0.02
FROM TERRITORIES :	2	1.00	0.00	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	1.00	0.00	0.01
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		12.00	0.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	1.00	1.33	0.05
HOST GOVERNMENT :	6	4.00	0.00	0.04
OTHER DEPARTMENT :	13	2.00	4.66	0.16
PROVINCES/MUNICIPALITIES :	14	4.00	3.66	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	0.00	0.13
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.00	0.03
K.SERVICE TO OTHER MISSION PROGRAMS :		12.00	0.00	0.12
***** TOTALS *****		100.00	99.95	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 51
FROM TERRIT : 60

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 3