

09/09/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	219	5.00	30.00	0.65
FROM TERRITORIES :	193	5.00	33.00	0.71
B.VISITS TO CLIENTS IN TERRITORY :	50	12.00	7.50	0.27
C.EXPORT/TRADE/POLICY FAIRS :	1	0.00	0.50	0.01
PROJECTS AND EVENTS MISSIONS :	1	0.00	2.50	0.05
CONFERENCE SEMINARS :	2	0.00	1.00	0.02
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	2.00	0.00	0.02
POST INITIATED :	5	13.00	0.00	0.13
E.COMMUNICATIONS ACTIVITIES :	3	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	1	0.00	0.00	0.00
FROM TERRITORIES :	1	0.00	0.00	0.00
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.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	2.50	0.07
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	2.00	1.00	0.04
HOST GOVERNMENT :	1	5.00	0.00	0.05
OTHER DEPARTMENT :	3	4.00	0.50	0.05
PROVINCES/MUNICIPALITIES :	5	3.00	3.00	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		25.00	18.50	0.62
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.02
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	4
FROM TERRIT :	9
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	35
FROM TERRIT :	38
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2