

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

89/05/12

POST : PORT-OF-SPAIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	146	17.00	24.50	0.83
FROM TERRITORIES :	122	10.00	24.00	0.68
B.VISITS TO CLIENTS IN TERRITORY :	69	16.00	17.00	0.66
C.EXPORT/TRADE/POLICY FAIRS :	1	0.00	1.00	0.02
PROJECTS AND EVENTS MISSIONS :	4	4.50	3.00	0.15
CONFERENCE SEMINARS :	2	1.00	0.00	0.02
OTHER :	2	0.00	1.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.50	0.50	0.02
POST INITIATED :	9	9.00	5.50	0.29
E.COMMUNICATIONS ACTIVITIES :	15	2.00	1.00	0.06
F.INVESTMENT ENQUIRIES FROM CANADA :	2	1.50	0.00	0.03
FROM TERRITORIES :	9	2.00	3.50	0.11
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	0.50	0.00	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	0.00	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	1.50	0.00	0.03
HOST GOVERNMENT :	7	2.50	0.00	0.05
OTHER DEPARTMENT :	15	2.50	3.00	0.11
PROVINCES/MUNICIPALITIES :	18	4.00	8.00	0.24
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		3.00	8.00	0.22
K.SERVICE TO OTHER MISSION PROGRAMS :		11.00	0.00	0.22
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 26
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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