

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : CARACAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES:				
FROM CANADA :	354	15.00	41.44	1.70
FROM TERRITORIES :	240	13.33	13.33	0.80
B. VISITS TO CLIENTS IN TERRITORY VISITS :	130	9.66	13.66	0.70
C. EXPORT PROMOTION PROJECTS & EVENTS FAIRS :	0	1.00	0.00	0.03
MISSIONS :	5	12.00	3.33	0.46
OTHER :	11	3.66	1.66	0.16
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	8	5.66	5.00	0.32
E. INVESTMENT/PROMOTION ENQUIRIES FROM CANADA :	3	1.00	0.00	0.03
FROM TERRITORIES :	8	1.66	0.00	0.05
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. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	0	3.66	0.00	0.11
FROM OTHER GOV'T SOURCES- CONTACTS :	23	1.00	0.00	0.03
- REPORTS :	1	8.33	4.00	0.37
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		12.00	0.00	0.36
LEAVE, PROFESSIONAL DEVELOP :		11.66	16.66	0.85
J. SERVICE TO OTHER MISSION PROGRAMS :		0.33	0.66	0.03
***** TOTALS *****		99.95	99.96	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 31  
FROM TERRIT : 63

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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