

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/06/20

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : CARACAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	252	14.33	35.00	1.48
FROM TERRITORIES :	244	12.33	23.33	1.07
B. VISITS TO CLIENTS IN TERRITORY :	129	14.33	13.33	0.83
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	1.00	0.00	0.03
MISSIONS :	3	9.33	1.00	0.31
CONFERENCE SEMINARS :	10	4.66	1.66	0.19
OTHER :	2	0.33	0.33	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	2.66	8.33	0.33
POST INITIATED :	17	10.00	15.66	0.77
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.00	0.00	0.00
FROM TERRITORIES :	5	0.33	0.66	0.03
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. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	0.33	0.00	0.01
OTHER DEPARTMENT :	1	1.33	0.66	0.06
PROVINCES/MUNICIPALITIES :	4	1.66	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.33	0.00	0.31
LEAVE, PROFESSIONAL DEVELOP :		14.66	0.00	0.44
K. SERVICE TO OTHER MISSION PROGRAMS :		2.33	0.00	0.07
***** TOTALS *****		99.94	99.96	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 73
FROM TERRIT : 147

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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