

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : CARACAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	364	31.00	34.00	1.98
FROM TERRITORIES :	148	12.00	9.00	0.60
B.VISITS TO CLIENTS IN TERRITORY :	97	18.00	8.00	0.68
C.EXPORT/TRADE/POLICY FAIRS :	4	8.00	20.00	0.96
PROJECTS AND EVENTS MISSIONS :	1	0.00	0.00	0.00
CONFERENCE SEMINARS :	1	2.00	0.00	0.04
OTHER :	3	2.00	1.00	0.08
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	2.00	1.00	0.08
POST INITIATED :	3	1.00	0.00	0.02
E.COMMUNICATIONS ACTIVITIES :	4	1.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	0	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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	3.00	0.22
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	1.00	0.00	0.02
HOST GOVERNMENT :	2	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	1	1.00	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.00	1.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		9.00	23.00	1.10
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.06
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	1
FROM TERRIT :	16
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	64
FROM TERRIT :	691
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	4