

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : CARACAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	374	27.00	41.75	2.21
FROM TERRITORIES :	188	8.00	9.00	0.52
B. VISITS TO CLIENTS IN TERRITORY :	71	3.00	6.50	0.32
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	0.00	0.00	0.00
MISSIONS :	5	9.50	5.25	0.40
CONFERENCE SEMINARS :	6	5.50	1.00	0.15
OTHER :	7	3.50	0.00	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	0.50	0.75	0.04
POST INITIATED :	13	7.00	3.50	0.28
E. COMMUNICATIONS ACTIVITIES :	2	0.50	0.00	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	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'TN IN PROG-REL EVENTS OUTSIDE POST :		4.00	4.25	0.25
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.50	0.00	0.01
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	6	2.50	0.00	0.05
PROVINCES/MUNICIPALITIES :	1	0.50	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.50	1.00	0.13
LEAVE, PROFESSIONAL DEVELOP :		20.50	26.50	1.47
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.50	0.08
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 :	5
	FROM TERRIT :	6
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	79
	FROM TERRIT :	135
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	10
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	4