

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : CARACAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	480	36.00	16.00	1.56
FROM TERRITORIES	275	10.00	11.00	0.63
B. VISITS TO CLIENTS IN TERRITORY VISITS	0	10.00	20.00	0.90
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.00	0.00	0.00
MISSIONS	2	7.00	12.00	0.57
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	4	5.00	10.00	0.45
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	0	0.00	0.00	0.00
FROM TERRITORIES	0	5.00	0.00	0.15
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. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	1	4.00	0.00	0.12
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	0	0.00	0.00	0.00
FROM OTHER GOV'T SOURCES- CONTACTS	16	8.00	16.00	0.72
- REPORTS	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		10.00	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP.		0.00	10.00	0.30
J. SERVICE TO OTHER MISSION PROGRAMS		5.00	5.00	0.30
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 51
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

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