

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : CARACAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	436	36.50	46.25	2.58
FROM TERRITORIES :	267	11.00	12.50	0.72
B. VISITS TO CLIENTS IN TERRITORY :	107	8.00	8.50	0.50
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	1.00	2.75	0.13
MISSIONS :	5	12.00	15.00	0.84
CONFERENCE SEMINARS :	3	2.50	0.00	0.05
OTHER :	5	2.50	1.75	0.12
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.00	0.75	0.07
POST INITIATED :	15	2.50	4.25	0.22
E. COMMUNICATIONS ACTIVITIES :	3	0.00	0.25	0.01
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.50	0.00	0.01
HOST GOVERNMENT :	1	1.00	0.00	0.02
OTHER DEPARTMENT :	2	3.50	0.00	0.07
PROVINCES/MUNICIPALITIES :	4	0.50	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	3.50	0.28
LEAVE, PROFESSIONAL DEVELOP :		5.00	4.00	0.26
K. SERVICE TO OTHER MISSION PROGRAMS :		4.50	0.50	0.11
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 : 0
FROM TERRIT : 0

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 0
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 0

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2
-LOCALLY ENGAGED : 4