

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : CARACAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	283	19.00	28.50	1.52
FROM TERRITORIES :	197	7.50	12.00	0.63
B. VISITS TO CLIENTS IN TERRITORY :	44	4.50	4.25	0.26
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	1.50	7.00	0.31
MISSIONS :	2	0.50	1.25	0.06
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	6	2.00	3.25	0.17
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.50	1.00	0.05
POST INITIATED :	3	1.50	0.00	0.03
E. COMMUNICATIONS ACTIVITIES :	2	2.00	0.00	0.04
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'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	0.00	0.00	0.00
OTHER DEPARTMENT :	2	0.50	0.00	0.01
PROVINCES/MUNICIPALITIES :	1	0.50	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		13.50	0.50	0.29
LEAVE, PROFESSIONAL DEVELOP :		43.50	40.50	2.49
K. SERVICE TO OTHER MISSION PROGRAMS :		2.50	1.75	0.12
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 :	4
	FROM TERRIT :	15
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	50
	FROM TERRIT :	350

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	14
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	4