

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : CARACAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	383	6.66	25.00	0.70
FROM TERRITORIES :	307	13.33	17.50	0.75
B.VISITS TO CLIENTS IN TERRITORY :	145	6.66	15.00	0.50
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	4	13.33	15.00	0.70
MISSIONS :	7	13.33	15.00	0.70
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	1	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	8	6.66	10.00	0.40
E.COMMUNICATIONS ACTIVITIES :	2	0.00	0.00	0.00
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 :		13.33	0.00	0.40
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	3.33	0.00	0.10
OTHER DEPARTMENT :	4	3.33	0.00	0.10
PROVINCES/MUNICIPALITIES :	4	3.33	2.50	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		6.66	0.00	0.20
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 43
FROM TERRIT : 106

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2