

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : CARACAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	870	36.50	51.00	3.28
FROM TERRITORIES :	842	22.00	27.60	1.82
B. VISITS TO CLIENTS IN TERRITORY :	78	10.00	10.00	0.70
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	6.00	2.00	0.22
MISSIONS :	2	0.00	1.20	0.06
CONFERENCE SEMINARS :	1	1.00	0.40	0.04
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.00	0.40	0.06
POST INITIATED :	10	2.50	1.00	0.10
E. COMMUNICATIONS ACTIVITIES :	2	1.50	0.00	0.03
F. INVESTMENT ENQUIRIES FROM CANADA :	6	1.50	0.40	0.05
FROM TERRITORIES :	5	1.50	0.40	0.05
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 :		3.50	1.40	0.14
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.50	0.40	0.05
HOST GOVERNMENT :	4	2.50	1.00	0.10
OTHER DEPARTMENT :	8	3.00	1.20	0.12
PROVINCES/MUNICIPALITIES :	5	2.50	1.00	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		1.00	0.40	0.04
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.20	0.04
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	5
	FROM TERRIT :	22
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	72
	FROM TERRIT :	326
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		6
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :		2
	-LOCALLY ENGAGED :	5