

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : CARACAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	988	35.00	50.00	3.20
FROM TERRITORIES :	911	22.00	27.40	1.81
B.VISITS TO CLIENTS IN TERRITORY :	77	10.00	10.00	0.70
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	2.50	1.00	0.10
CONFERENCE SEMINARS :	2	2.00	0.60	0.07
OTHER :	1	2.00	0.60	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	6.00	2.40	0.24
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	1	1.00	0.40	0.04
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	7	1.50	1.00	0.08
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.50	0.60	0.04
CONNECTIONS ARRANGED :	1	0.00	0.60	0.03
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.50	1.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	9	2.00	0.00	0.04
HOST GOVERNMENT :	6	3.00	1.00	0.11
OTHER DEPARTMENT :	8	3.00	1.00	0.11
PROVINCES/MUNICIPALITIES :	6	3.00	1.00	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.00	1.00	0.09
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.40	0.02
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	4
FROM TERRIT :	15
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	91
FROM TERRIT :	591
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	7
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	5