

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : CARACAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	379	16.33	44.00	1.81
FROM TERRITORIES :	479	9.66	16.66	0.79
B.VISITS TO CLIENTS IN TERRITORY :	163	21.00	8.00	0.87
C.EXPORT/TRADE/POLICY FAIRS :	2	6.33	2.66	0.27
PROJECTS AND EVENTS MISSIONS :	5	4.33	1.66	0.18
CONFERENCE SEMINARS :	2	2.33	0.33	0.08
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	7	3.33	2.00	0.16
POST INITIATED :	4	3.33	1.00	0.13
E.COMMUNICATIONS ACTIVITIES :	1	0.00	0.33	0.01
F.INVESTMENT ENQUIRIES FROM CANADA :	2	0.33	0.00	0.01
FROM TERRITORIES :	6	1.00	0.00	0.03
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.66	0.02
CONNECTIONS ARRANGED :	1	0.00	0.66	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	1.66	0.66	0.07
OTHER DEPARTMENT :	2	1.66	0.00	0.05
PROVINCES/MUNICIPALITIES :	21	2.66	2.66	0.16
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.33	0.31
LEAVE, PROFESSIONAL DEVELOP :		14.66	18.33	0.99
K.SERVICE TO OTHER MISSION PROGRAMS :		1.33	0.00	0.04
***** TOTALS *****		99.94	99.94	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 32  
FROM TERRIT : 91

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

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