

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : CARACAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	538	33.00	41.40	2.73
FROM TERRITORIES :	598	17.50	27.60	1.73
B.VISITS TO CLIENTS IN TERRITORY :	71	10.00	10.00	0.70
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	7.50	6.00	0.45
CONFERENCE SEMINARS :	1	0.00	1.00	0.05
OTHER :	3	5.00	4.00	0.30
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	2.50	1.00	0.10
POST INITIATED :	8	5.00	2.00	0.20
E.COMMUNICATIONS ACTIVITIES :	11	2.50	1.60	0.13
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	1.00	0.00	0.02
FROM TERRITORIES :	11	2.50	0.40	0.07
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 :		2.50	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	2.50	1.00	0.10
HOST GOVERNMENT :	4	2.50	1.00	0.10
OTHER DEPARTMENT :	6	2.00	0.80	0.08
PROVINCES/MUNICIPALITIES :	4	1.50	0.60	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		1.00	0.40	0.04
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.00	0.05
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 : 14
FROM TERRIT : 26
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 47
FROM TERRIT : 150

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 4

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2
-LOCALLY ENGAGED : 5