

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : CARACAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	213	14.33	41.66	1.68
FROM TERRITORIES :	118	6.33	21.33	0.83
B. VISITS TO CLIENTS IN TERRITORY :	75	10.00	6.66	0.50
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	1.33	3.33	0.14
MISSIONS :	1	0.00	1.00	0.03
CONFERENCE SEMINARS :	4	0.66	1.66	0.07
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	2.66	1.00	0.11
POST INITIATED :	23	5.00	17.33	0.67
E. COMMUNICATIONS ACTIVITIES :	1	0.33	0.00	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	0.33	0.00	0.01
FROM TERRITORIES :	3	0.33	0.00	0.01
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 :		1.66	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.33	0.00	0.01
HOST GOVERNMENT :	9	1.33	0.00	0.04
OTHER DEPARTMENT :	7	0.66	0.00	0.02
PROVINCES/MUNICIPALITIES :	2	0.33	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		8.66	0.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		41.66	2.66	1.33
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	3.33	0.22
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.93	99.96	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 43
FROM TERRIT : 21

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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