

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : CARACAS

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA	: 523	26.66	41.66	2.05
	FROM TERRITORIES	: 299	15.00	13.33	0.85
B. VISITS TO CLIENTS IN TERRITORY	VISITS	: 135	11.66	18.33	0.90
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS	: 0	0.00	0.00	0.00
	MISSIONS	: 3	0.00	8.33	0.25
	OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED		: 9	6.66	6.66	0.40
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA	: 10	3.33	0.00	0.10
	FROM TERRITORIES	: 12	1.66	0.00	0.05
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA		: 6	3.33	1.66	0.15
	CONNECTIONS ARRANGED	: 3	1.66	1.66	0.10
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA		: 1	3.33	0.00	0.10
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS		: 0	5.00	5.00	0.30
	FROM OTHER GOV'T SOURCES- CONTACTS	: 8	3.33	0.00	0.10
	- REPORTS	: 0	1.66	0.00	0.05
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.			10.00	0.00	0.30
	LEAVE, PROFESSIONAL DEVELOP		4.00	3.33	0.22
J. SERVICE TO OTHER MISSION PROGRAMS			2.66	0.00	0.08
***** TOTALS *****			99.94	99.96	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 58  
FROM TERRIT : 120

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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