

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : CARACAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	275	6.66	25.00	0.70
FROM TERRITORIES :	163	13.33	15.00	0.70
B.VISITS TO CLIENTS IN TERRITORY :	100	6.66	10.00	0.40
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	2	3.33	10.00	0.30
MISSIONS :	9	5.00	20.00	0.55
CONFERENCE SEMINARS :	2	1.66	2.50	0.10
OTHER :	3	1.66	2.50	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	10.00	5.00	0.40
POST INITIATED :	10	3.33	5.00	0.20
E.COMMUNICATIONS ACTIVITIES :	2	3.33	0.00	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	3	1.66	0.00	0.05
FROM TERRITORIES :	8	1.66	0.00	0.05
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 :		10.00	0.00	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	1.66	0.00	0.05
OTHER DEPARTMENT :	6	13.33	5.00	0.50
PROVINCES/MUNICIPALITIES :	2	6.66	0.00	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.66	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		3.33	0.00	0.10
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		99.92	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 83
FROM TERRIT : 67

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2