

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/10/03

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : CARACAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	212	19.33	21.33	1.22
FROM TERRITORIES :	242	14.66	19.66	1.03
B.VISITS TO CLIENTS IN TERRITORY :	107	12.00	11.00	0.69
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	10.33	0.00	0.31
MISSIONS :	4	1.33	2.33	0.11
CONFERENCE SEMINARS :	1	0.66	1.00	0.05
OTHER :	2	0.00	0.66	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	0.33	10.66	0.33
POST INITIATED :	22	14.33	14.66	0.87
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	0.33	0.33	0.02
FROM TERRITORIES :	9	0.66	1.33	0.06
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 :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	1.66	0.00	0.05
OTHER DEPARTMENT :	4	0.33	0.00	0.01
PROVINCES/MUNICIPALITIES :	4	0.66	0.33	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		18.66	0.00	0.56
LEAVE, PROFESSIONAL DEVELOP :		1.00	16.66	0.53
K.SERVICE TO OTHER MISSION PROGRAMS :		3.66	0.00	0.11
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.93	99.95	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 35
FROM TERRIT : 63

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

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