

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : CARACAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	473	39.50	37.50	2.29
FROM TERRITORIES :	211	10.00	7.75	0.51
B. VISITS TO CLIENTS IN TERRITORY :	86	6.50	8.75	0.48
C. EXPORT/TRADE/POLICY FAIRS :	4	3.00	6.75	0.33
PROJECTS AND EVENTS MISSIONS :	9	3.00	5.50	0.28
CONFERENCE SEMINARS :	4	2.50	5.75	0.28
OTHER :	11	4.00	0.75	0.11
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	1.00	0.00	0.02
POST INITIATED :	9	7.00	3.00	0.26
E. COMMUNICATIONS ACTIVITIES :	1	1.00	0.00	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.50	0.00	0.01
HOST GOVERNMENT :	3	0.00	0.00	0.00
OTHER DEPARTMENT :	1	0.50	0.00	0.01
PROVINCES/MUNICIPALITIES :	2	0.50	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	0.75	0.13
LEAVE, PROFESSIONAL DEVELOP :		13.00	23.50	1.20
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.06
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	6
FROM TERRIT :	112
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	136
FROM TERRIT :	698

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	4