

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