

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : CARACAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 482	23.50	46.40	2.79
FROM TERRITORIES	: 401	4.50	14.20	0.80
B.VISITS TO CLIENTS IN TERRITORY	: 160	10.50	8.40	0.63
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 3	3.00	8.40	0.48
MISSIONS	: 4	4.00	2.20	0.19
CONFERENCE SEMINARS	: 3	1.00	0.80	0.06
OTHER	: 0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 5	0.00	0.80	0.04
POST INITIATED	: 5	3.50	1.80	0.16
E.COMMUNICATIONS ACTIVITIES	: 0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 6	1.50	0.40	0.05
FROM TERRITORIES	: 18	2.00	0.60	0.07
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 3.00	0.00	0.00	0.06
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 6	1.50	0.60	0.06
HOST GOVERNMENT	: 4	2.00	0.20	0.05
OTHER DEPARTMENT	: 8	2.50	1.00	0.10
PROVINCES/MUNICIPALITIES	: 2	1.50	0.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 8.50	3.00	0.32	
LEAVE, PROFESSIONAL DEVELOP	: 23.00	8.80	0.90	
K.SERVICE TO OTHER MISSION PROGRAMS	: 4.50	2.40	0.21	
L.TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 2
	FROM TERRIT	: 48
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 83
	FROM TERRIT	: 345
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 7
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 2
	-LOCALLY ENGAGED	: 5