

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : CARACAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	328	24.00	28.33	1.57
FROM TERRITORIES :	175	7.00	11.66	0.56
B. VISITS TO CLIENTS IN TERRITORY :	121	16.66	7.66	0.73
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	5.00	0.00	0.15
MISSIONS :	4	3.66	0.00	0.11
CONFERENCE SEMINARS :	1	0.66	0.00	0.02
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	1.33	1.66	0.09
POST INITIATED :	34	8.33	17.33	0.77
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	4	0.33	0.00	0.01
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. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		7.00	0.00	0.21
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	0.66	0.00	0.02
HOST GOVERNMENT :	4	0.33	0.00	0.01
OTHER DEPARTMENT :	7	1.00	0.00	0.03
PROVINCES/MUNICIPALITIES :	1	0.33	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.33	3.33	0.41
LEAVE, PROFESSIONAL DEVELOP :		9.33	23.33	0.98
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	6.66	0.32
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	99.96	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 75
FROM TERRIT : 14

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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