

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : CARACAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	369	13.33	20.00	1.00
FROM TERRITORIES :	248	10.00	13.33	0.70
B.VISITS TO CLIENTS IN TERRITORY :	159	6.66	8.33	0.45
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	10.00	3.33	0.40
MISSIONS :	8	16.66	13.33	0.90
CONFERENCE SEMINARS :	4	3.33	6.66	0.30
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	6.66	11.66	0.55
POST INITIATED :	16	16.66	20.00	1.10
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	35	6.66	0.00	0.20
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 :		1.66	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	9	3.33	3.33	0.20
OTHER DEPARTMENT :	10	3.33	0.00	0.10
PROVINCES/MUNICIPALITIES :	2	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		1.66	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		99.94	99.97	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 57
FROM TERRIT : 145

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

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