

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : CARACAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	411	18.33	31.33	1.49
FROM TERRITORIES :	209	10.00	19.66	0.89
B. VISITS TO CLIENTS IN TERRITORY :	112	11.66	9.66	0.64
C. EXPORT/TRADE/POLICY FAIRS :	7	2.00	8.00	0.30
PROJECTS AND EVENTS MISSIONS :	4	0.33	2.33	0.08
CONFERENCE SEMINARS :	4	1.00	0.00	0.03
OTHER :	4	0.00	2.33	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	6.66	6.66	0.40
POST INITIATED :	31	8.66	15.00	0.71
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	4	0.66	0.00	0.02
FROM TERRITORIES :	23	2.00	1.66	0.11
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'TN IN PROG-REL EVENTS OUTSIDE POST :		9.66	0.00	0.29
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	2	1.00	0.00	0.03
PROVINCES/MUNICIPALITIES :	5	2.00	1.00	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		9.33	0.66	0.30
LEAVE, PROFESSIONAL DEVELOP :		11.66	0.00	0.35
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	1.66	0.20
***** TOTALS *****		99.95	99.95	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 43  
FROM TERRIT : 84

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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