

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST	: CARACAS	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
			CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	: 553	24.50	47.00	2.84
	FROM TERRITORIES	: 408	6.00	16.40	0.94
B. VISITS TO CLIENTS IN TERRITORY		: 162	11.50	9.20	0.69
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	: 6	3.50	6.20	0.38
	MISSIONS	: 7	4.50	2.40	0.21
	CONFERENCE SEMINARS	: 2	0.50	0.60	0.04
	OTHER	: 4	2.00	0.20	0.05
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	: 3	0.00	0.60	0.03
	POST INITIATED	: 12	6.00	1.40	0.19
E. COMMUNICATIONS ACTIVITIES		: 1	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES	FROM CANADA	: 0	0.00	0.00	0.00
	FROM TERRITORIES	: 1	0.00	0.00	0.00
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'T'N IN PROG-REL EVENTS OUTSIDE POST		: 3.50	0.00		0.07
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO	: 5	0.50	0.00	0.01
	HOST GOVERNMENT	: 3	0.50	0.00	0.01
	OTHER DEPARTMENT	: 0	0.00	0.00	0.00
	PROVINCES/MUNICIPALITIES	: 0	0.00	0.00	0.00
J. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.	: 9.50	3.60		0.37
	LEAVE, PROFESSIONAL DEVELOP	: 24.50	8.60		0.92
K. SERVICE TO OTHER MISSION PROGRAMS		: 3.00	3.80		0.25
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	: 9
	FROM TERRIT	: 46
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 117
	FROM TERRIT	: 386
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 8
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 2
	-LOCALLY ENGAGED	: 5