

02/06/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : CARACAS

|   | NUMBER | % OFFICER-TIME<br>CANADA | LOC-ENG | TOTAL-TIME<br>PERSON-QTR |
|---|--------|--------------------------|---------|--------------------------|
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :    | 338    | 24.50                    | 39.50   | 2.07                     |
| FROM TERRITORIES :                                | 169    | 6.50                     | 8.75    | 0.48                     |
| B. VISITS TO CLIENTS IN TERRITORY :               | 101    | 6.50                     | 8.00    | 0.45                     |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS        |        |                          |         |                          |
| FAIRS :   | 2      | 1.00                     | 1.75    | 0.09                     |
| MISSIONS :  | 4      | 4.00                     | 6.75    | 0.35                     |
| CONFERENCE SEMINARS :                             | 3      | 0.50                     | 0.50    | 0.03                     |
| OTHER :   | 10     | 7.50                     | 5.75    | 0.38                     |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :    | 2      | 1.00                     | 0.00    | 0.02                     |
| POST INITIATED :                                  | 8      | 2.50                     | 6.25    | 0.30                     |
| E. COMMUNICATIONS ACTIVITIES :                    | 2      | 4.00                     | 0.00    | 0.08                     |
| 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 : |        | 9.00                     | 0.00    | 0.18                     |
| I. SERVICE REQUESTS FM GOV'T SOURCES              |        |                          |         |                          |
| NGO :   | 7      | 1.00                     | 0.25    | 0.03                     |
| 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. :  |        | 5.50                     | 1.50    | 0.17                     |
| LEAVE, PROFESSIONAL DEVELOP :                     |        | 21.50                    | 20.00   | 1.23                     |
| K. SERVICE TO OTHER MISSION PROGRAMS :            |        | 4.50                     | 1.00    | 0.13                     |
| L. TOURISM PROGRAM ACTIVITIES :                   |        | 0.00                     | 0.00    | 0.00                     |
| ***** TOTALS *****                                |        | 100.00                   | 100.00  | 6.00                     |

|  |               |     |
|--|---------------|-----|
| NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)  | FROM CANADA : | 24  |
|  | FROM TERRIT : | 15  |
| NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) | FROM CANADA : | 108 |
|  | FROM TERRIT : | 336 |

|  |   |   |
|--|---|---|
| NUMBER OF PEMD APPLICATIONS COMMENTED ON | : | 5 |
|--|---|---|

|                                      |                    |   |
|--------------------------------------|--------------------|---|
| NUMBER OF OCCUPIED OFFICER POSITIONS | -CANADA BASED :    | 2 |
|                                      | -LOCALLY ENGAGED : | 4 |