

# TRADE TRACKING SYSTEM

88/07/13

## WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : CARACAS

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA :	578	25.00	41.66	2.00
	FROM TERRITORIES :	401	20.00	16.66	1.10
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	103	13.33	10.00	0.70
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS :	0	0.00	0.00	0.00
	MISSIONS :	3	0.00	8.33	0.25
	OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	:	7	13.33	6.66	0.60
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA :	4	3.33	0.00	0.10
	FROM TERRITORIES :	6	1.66	0.00	0.05
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	:	3	1.66	3.33	0.15
	CONNECTIONS ARRANGED :	2	1.66	3.33	0.15
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA :	:	3	3.33	0.00	0.10
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	:	9	3.33	0.00	0.10
	FROM OTHER GOV'T SOURCES- CONTACTS :	34	3.33	6.66	0.30
	- REPORTS :	3	3.33	3.33	0.20
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :	:		3.33	0.00	0.10
	LEAVE, PROFESSIONAL DEVELOP :		1.66	0.00	0.05
J. SERVICE TO OTHER MISSION PROGRAMS	:		1.66	0.00	0.05
***** TOTALS *****			99.94	99.96	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 112  
FROM TERRIT : 128

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

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