

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : CARACAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	146	11.66	33.66	1.36
FROM TERRITORIES :	429	13.33	15.66	0.87
B. VISITS TO CLIENTS IN TERRITORY :	140	11.66	11.00	0.68
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.66	0.00	0.02
MISSIONS :	4	5.33	0.00	0.16
CONFERENCE SEMINARS :	7	4.00	1.00	0.15
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	3.33	4.33	0.23
POST INITIATED :	20	7.00	16.66	0.71
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	0.66	0.02
FROM TERRITORIES :	15	1.33	1.00	0.07
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 :		0.00	3.33	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	3	1.66	0.00	0.05
PROVINCES/MUNICIPALITIES :	5	3.66	0.00	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.66	0.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		12.00	11.66	0.71
K. SERVICE TO OTHER MISSION PROGRAMS :		19.66	1.00	0.62
***** TOTALS *****		99.94	99.96	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 41  
FROM TERRIT : 102

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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