

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	74	6.00	17.00	0.23
FROM TERRITORIES :	12	2.00	0.00	0.02
B.VISITS TO CLIENTS IN TERRITORY :	20	12.00	13.00	0.25
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	6.00	0.00	0.06
CONFERENCE SEMINARS :	4	3.00	12.00	0.15
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	20.00	0.00	0.20
POST INITIATED :	11	15.00	40.00	0.55
E.COMMUNICATIONS ACTIVITIES :	2	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	3.00	0.00	0.03
HOST GOVERNMENT :	2	2.00	0.00	0.02
OTHER DEPARTMENT :	6	4.00	10.00	0.14
PROVINCES/MUNICIPALITIES :	1	6.00	0.00	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	6.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		13.00	2.00	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	5
	FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	14
	FROM TERRIT :	17
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	1