

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	518	23.50	26.00	0.73
FROM TERRITORIES :	108	7.50	5.00	0.20
B. VISITS TO CLIENTS IN TERRITORY :	118	22.50	2.00	0.47
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	3	0.00	2.00	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	23	10.00	0.00	0.20
POST INITIATED :	37	17.50	28.00	0.63
E. COMMUNICATIONS ACTIVITIES :	1	0.00	1.00	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	2	0.50	0.00	0.01
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 :		0.00	33.00	0.33
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	9	4.00	1.00	0.09
OTHER DEPARTMENT :	19	5.50	2.00	0.13
PROVINCES/MUNICIPALITIES :	1	1.50	0.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.50	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		4.00	0.00	0.08
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 28
FROM TERRIT : 48

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 1