

25/05/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	345	17.50	31.00	1.59
FROM TERRITORIES :	1316	12.50	19.75	1.04
B.VISITS TO CLIENTS IN TERRITORY :	213	14.50	13.75	0.84
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	4.00	22.50	0.98
MISSIONS :	4	0.00	0.25	0.01
CONFERENCE SEMINARS :	1	0.00	0.50	0.02
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	3.50	0.00	0.07
POST INITIATED :	13	5.00	3.00	0.22
E.COMMUNICATIONS ACTIVITIES :	11	6.50	0.00	0.13
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	1.50	0.00	0.03
FROM TERRITORIES :	15	1.00	2.00	0.10
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	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	13	5.00	0.25	0.11
OTHER DEPARTMENT :	13	2.50	3.00	0.17
PROVINCES/MUNICIPALITIES :	10	0.00	1.25	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.50	0.00	0.43
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		0.00	2.75	0.11
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	13
	FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	108
	FROM TERRIT :	112

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	16
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	4