

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	648	18.33	23.00	1.70
FROM TERRITORIES :	1002	16.66	18.00	1.40
B.VISITS TO CLIENTS IN TERRITORY :	276	12.66	17.00	1.23
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	6.66	6.40	0.52
MISSIONS :	5	3.00	10.00	0.59
CONFERENCE SEMINARS :	6	1.66	6.00	0.35
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.33	0.00	0.07
POST INITIATED :	23	4.33	4.80	0.37
E.COMMUNICATIONS ACTIVITIES :	210	4.33	1.00	0.18
F.INVESTMENT ENQUIRIES				
FROM CANADA :	10	0.66	0.00	0.02
FROM TERRITORIES :	4	1.33	0.00	0.04
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 :		1.66	9.00	0.50
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	3.00	0.00	0.09
HOST GOVERNMENT :	7	2.00	0.00	0.06
OTHER DEPARTMENT :	30	3.33	1.80	0.19
PROVINCES/MUNICIPALITIES :	18	3.00	1.00	0.14
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	1.00	0.35
LEAVE, PROFESSIONAL DEVELOP :		5.00	1.00	0.20
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	46
	FROM TERRIT :	69
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	292
	FROM TERRIT :	578
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	4
NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED :	3
	- LOCALLY ENGAGED :	5