

24/08/95

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1192	20.00	19.20	1.56
FROM TERRITORIES :	1342	9.00	19.40	1.24
B.VISITS TO CLIENTS IN TERRITORY :	430	11.66	7.40	0.72
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	2.66	7.00	0.43
MISSIONS :	2	16.66	10.40	1.02
CONFERENCE SEMINARS :	6	0.00	5.40	0.27
OTHER :	24	2.33	6.00	0.37
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	3.00	3.00	0.24
POST INITIATED :	15	5.00	2.80	0.29
E.COMMUNICATIONS ACTIVITIES :	97	1.66	1.60	0.13
F.INVESTMENT ENQUIRIES FROM CANADA :	9	0.66	0.20	0.03
FROM TERRITORIES :	10	0.33	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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	22	1.00	0.40	0.05
HOST GOVERNMENT :	46	2.00	0.20	0.07
OTHER DEPARTMENT :	122	6.00	12.40	0.80
PROVINCES/MUNICIPALITIES :	24	1.00	0.80	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		6.66	0.80	0.24
K.SERVICE TO OTHER MISSION PROGRAMS :		0.33	0.00	0.01
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	94
	FROM TERRIT :	123
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	689
	FROM TERRIT :	1039

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	5
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	5