

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	544	17.50	34.25	1.72
FROM TERRITORIES :	367	12.50	19.75	1.04
B.VISITS TO CLIENTS IN TERRITORY :	66	7.50	11.75	0.62
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	2	30.00	10.75	1.03
CONFERENCE SEMINARS :	1	2.50	1.75	0.12
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.50	2.25	0.14
POST INITIATED :	4	2.50	5.00	0.25
E.COMMUNICATIONS ACTIVITIES :	8	5.50	0.00	0.11
F.INVESTMENT ENQUIRIES FROM CANADA :	5	2.50	0.00	0.05
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 :		2.50	4.00	0.21
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.00	2.00	0.08
HOST GOVERNMENT :	5	1.00	0.00	0.02
OTHER DEPARTMENT :	1	1.00	0.50	0.04
PROVINCES/MUNICIPALITIES :	10	4.00	0.00	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		1.00	8.00	0.34
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 113
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4