

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : SAO PAULO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	754	11.50	20.25	1.04
FROM TERRITORIES :	3116	11.00	22.25	1.11
B. VISITS TO CLIENTS IN TERRITORY :	662	10.50	11.75	0.68
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	5.50	9.50	0.49
MISSIONS :	6	5.00	10.50	0.52
CONFERENCE SEMINARS :	4	1.50	1.75	0.10
OTHER :	1	0.00	0.50	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.00	0.00	0.04
POST INITIATED :	27	6.50	3.00	0.25
E. COMMUNICATIONS ACTIVITIES :	9	2.50	1.00	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.50	0.00	0.01
FROM TERRITORIES :	4	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'TN IN PROG-REL EVENTS OUTSIDE POST :		3.50	4.00	0.23
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	9	1.00	2.00	0.10
HOST GOVERNMENT :	2	0.00	0.75	0.03
OTHER DEPARTMENT :	4	1.50	0.00	0.03
PROVINCES/MUNICIPALITIES :	20	2.50	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		12.50	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP :		14.00	2.75	0.39
K. SERVICE TO OTHER MISSION PROGRAMS :		6.50	10.00	0.53
L. TOURISM PROGRAM ACTIVITIES :		1.50	0.00	0.03
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 89
FROM TERRIT : 75

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 19

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