

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	383	15.00	48.00	0.78
FROM TERRITORIES :	157	6.00	21.00	0.33
B. VISITS TO CLIENTS IN TERRITORY :	84	13.50	1.00	0.28
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS :				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	5.00	0.00	0.10
CONFERENCE SEMINARS :	1	0.00	1.00	0.01
OTHER :	2	3.50	0.00	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	44	9.00	0.00	0.18
POST INITIATED :	57	9.00	20.00	0.38
E. COMMUNICATIONS ACTIVITIES :	3	0.50	0.00	0.01
F. INVESTMENT ENQUIRIES FROM CANADA :	3	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	1.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	0.00	0.08
I. SERVICE REQUESTS FM GOV'T SOURCES :				
NGO :	36	0.00	1.00	0.01
HOST GOVERNMENT :	18	2.00	3.00	0.07
OTHER DEPARTMENT :	22	10.00	2.00	0.22
PROVINCES/MUNICIPALITIES :	19	7.00	2.00	0.16
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.50	0.00	0.11
LEAVE, PROFESSIONAL DEVELOP :		8.50	0.00	0.17
K. SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.00	0.03
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 45  
FROM TERRIT : 25

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 1