

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : BRASILIA	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	116	11.50	37.00	0.60
FROM TERRITORIES :	52	2.50	26.00	0.31
B. VISITS TO CLIENTS IN TERRITORY :	38	14.50	15.00	0.44
C. EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	1	2.00	0.00	0.04
CONFERENCE SEMINARS :	2	2.50	0.00	0.05
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	4.50	0.00	0.09
POST INITIATED :	25	31.00	6.00	0.68
E. COMMUNICATIONS ACTIVITIES :	1	0.50	0.00	0.01
F. INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	1	0.00	5.00	0.05
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'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	10	2.50	3.00	0.08
OTHER DEPARTMENT :	13	5.50	3.00	0.14
PROVINCES/MUNICIPALITIES :	1	0.50	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		15.00	5.00	0.35
LEAVE, PROFESSIONAL DEVELOP :		7.50	0.00	0.15
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	4
FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	4
FROM TERRIT :	5
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	1