

09/09/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : BRASILIA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	139	13.00	30.00	0.56
FROM TERRITORIES :	33	3.50	8.00	0.15
B. VISITS TO CLIENTS IN TERRITORY :	38	8.50	6.00	0.23
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	0.00	0.00
MISSIONS :	4	4.50	0.00	0.09
CONFERENCE SEMINARS :	2	1.50	0.00	0.03
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	15.00	0.00	0.30
POST INITIATED :	17	13.50	15.00	0.42
E. COMMUNICATIONS ACTIVITIES :	5	3.00	2.00	0.08
F. INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.50	0.00	0.01
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	12	0.50	7.00	0.08
HOST GOVERNMENT :	10	1.50	5.00	0.08
OTHER DEPARTMENT :	20	6.00	3.00	0.15
PROVINCES/MUNICIPALITIES :	1	0.00	1.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		7.50	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		4.00	17.00	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		17.50	6.00	0.41
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 :	8
	FROM TERRIT :	2
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	16
	FROM TERRIT :	7
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	1