

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : BRASILIA

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA :	130	10.00	40.00	0.60
	FROM TERRITORIES :	52	3.00	20.00	0.26
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	171	20.00	5.00	0.45
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS :	0	0.00	0.00	0.00
	MISSIONS :	10	12.00	5.00	0.29
	OTHER :	9	5.00	2.00	0.12
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	:	47	17.00	20.00	0.54
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA :	0	0.00	0.00	0.00
	FROM TERRITORIES :	1	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	:	0	0.00	0.00	0.00
	CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	:	2	5.00	0.00	0.10
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	:	61	17.00	5.00	0.39
	FROM OTHER GOV'T SOURCES- CONTACTS :	0	0.00	0.00	0.00
	- REPORTS :	20	8.00	3.00	0.19
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN. :		3.00	0.00	0.06
	LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
J. SERVICE TO OTHER MISSION PROGRAMS	:		0.00	0.00	0.00
***** TOTALS *****			100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 52  
FROM TERRIT : 20

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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