

02/12/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QT
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	309	22.50	23.00	1.60
FROM TERRITORIES :	425	12.50	18.00	1.15
B. VISITS TO CLIENTS IN TERRITORY :	98	15.00	12.00	0.90
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	15.40	0.77
MISSIONS :	2	1.50	1.00	0.08
CONFERENCE SEMINARS :	2	2.50	1.00	0.10
OTHER :	1	0.00	3.40	0.17
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.00	0.00	0.00
POST INITIATED :	17	0.00	6.20	0.31
E. COMMUNICATIONS ACTIVITIES :	6	6.00	2.40	0.24
F. INVESTMENT ENQUIRIES FROM CANADA :	1	0.00	0.00	0.00
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'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	9	0.00	4.00	0.20
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	10	0.00	1.20	0.06
PROVINCES/MUNICIPALITIES :	10	0.00	6.00	0.30
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		22.50	4.40	0.67
LEAVE, PROFESSIONAL DEVELOP :		15.00	1.00	0.35
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		2.50	1.00	0.10
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 9

FROM TERRIT : 11

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 104

FROM TERRIT : 442

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 8

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 5