

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : BRASILIA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	343	17.50	54.00	0.89
FROM TERRITORIES :	178	7.50	20.00	0.35
B.VISITS TO CLIENTS IN TERRITORY :	88	15.00	4.00	0.34
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	14	5.00	0.00	0.10
POST INITIATED :	51	12.50	20.00	0.45
E.COMMUNICATIONS ACTIVITIES :	4	0.50	0.00	0.01
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	1.00	0.01
HOST GOVERNMENT :	4	5.00	0.00	0.10
OTHER DEPARTMENT :	18	6.50	1.00	0.14
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		22.50	0.00	0.45
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 16  
FROM TERRIT : 15

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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