TRADE TRACKING SYSTEM

89/12/12 WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : SAO PAULO

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA :	487	20.00	29.25	1.57
	FROM TERRITORIES :	473	15.00	19.00	1.06
B.VISITS TO CLIENTS IN TERRITORY	:	140	10.00	17.00	0.88
C.EXPORT/TRADE/POLICY	FAIRS :	3	2.50	1.50	0.11
PROJECTS AND EVENTS	MISSIONS :	5	10.00	11.75	0.67
	CONFERENCE SEMINARS :	6	5.00	2.50	0.20
	OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL/ ECONOMIC REPORTS	HQ REQUESTED :	5	0.00	1.50	0.06
	POST INITIATED :	4	2.50	4.50	0.23
E.COMMUNICATIONS ACTIVITIES	:	0	3.00	0.00	0.06
F.INVESTMENT ENQUIRIES	FROM CANADA :	5	2.50	1.25	0.10
	FROM TERRITORIES :	5	0.00	1.50	0.06
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	:		2.50	0.00	0.05
I.SERVICE REQUESTS FR GOV'T SOURCES	NGO :	1	0.00	0.50	0.02
	HOST GOVERNMENT :	9	4.50	0.75	0.12
	OTHER DEPARTMENT :	4	2.50	2.50	0.15
	PROVINCES/MUNICIPALITIES :	16	6.00	0.75	0.15
J.ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN :		12.50	0.00	0.25
	LEAVE, PROFESSIONAL DEVELOP :		1.50	5.75	0.26
K.SERVICE TO OTHER MISSION PROGRAMS	:		0.00	0.00	0.00
***** TOTALS *****			100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 108
FROM TERRIT : 60

NUMBER OF FIMD APPLICATIONS COMMENTED ON: 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4