

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : BRASILIA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	188	12.50	20.00	0.45
FROM TERRITORIES :	23	1.00	4.00	0.06
B.VISITS TO CLIENTS IN TERRITORY :	42	16.00	10.00	0.42
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	3	6.50	0.00	0.13
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	31	12.00	30.00	0.54
POST INITIATED :	53	16.50	0.00	0.33
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	5	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'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	8	0.00	2.00	0.02
OTHER DEPARTMENT :	18	2.50	2.00	0.07
PROVINCES/MUNICIPALITIES :	10	2.50	2.00	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.00	0.00	0.22
LEAVE, PROFESSIONAL DEVELOP :		12.00	30.00	0.54
K.SERVICE TO OTHER MISSION PROGRAMS :		7.50	0.00	0.15
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 17
FROM TERRIT : 74

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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