

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 447	14.00	33.50	1.62
FROM TERRITORIES	: 477	4.50	15.25	0.70
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 90	4.00	9.00	0.44
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 3	1.00	1.25	0.07
MISSIONS	: 5	6.50	23.50	1.07
OTHER	: 3	20.00	2.50	0.50
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 16	4.50	2.75	0.20
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 0	0.00	0.00	0.00
FROM TERRITORIES	: 0	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'T'N IN PROG-RELATED EVENTS IN CANADA	: 1	7.00	0.00	0.14
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 0	2.50	0.75	0.08
FROM OTHER GOV'T SOURCES- CONTACTS	: 10	2.50	4.00	0.21
- REPORTS	: 4	1.50	2.75	0.14
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		6.00	0.00	0.12
LEAVE, PROFESSIONAL DEVELOP		25.00	4.75	0.69
J. SERVICE TO OTHER MISSION PROGRAMS	: :	1.00	0.00	0.02
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 98  
FROM TERRIT : 58

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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