

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	130	13.00	30.00	0.56
FROM TERRITORIES :	49	0.00	30.00	0.30
B. VISITS TO CLIENTS IN TERRITORY VISITS :	55	10.00	5.00	0.25
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	1	0.00	5.00	0.05
MISSIONS :	4	5.00	10.00	0.20
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	0	5.00	15.00	0.25
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	5	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. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	69	25.00	5.00	0.55
FROM OTHER GOV'T SOURCES- CONTACTS :	0	0.00	0.00	0.00
- REPORTS :	27	12.00	0.00	0.24
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		10.00	0.00	0.20
J. SERVICE TO OTHER MISSION PROGRAMS :		15.00	0.00	0.30
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 23
FROM TERRIT : 8

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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