

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/06/20

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	347	22.50	44.00	0.89
FROM TERRITORIES :	62	7.50	11.00	0.26
B. VISITS TO CLIENTS IN TERRITORY :	126	13.50	7.00	0.34
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	5.00	1.00	0.11
CONFERENCE SEMINARS :	1	6.50	3.00	0.16
OTHER :	23	13.50	1.00	0.28
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	46	14.50	20.00	0.49
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	1	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	1	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 :		3.50	0.00	0.07
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	1.00	0.00	0.02
OTHER DEPARTMENT :	24	3.50	12.00	0.19
PROVINCES/MUNICIPALITIES :	1	0.00	1.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.00	0.00	0.08
LEAVE, PROFESSIONAL DEVELOP :		3.50	0.00	0.07
K. SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.00	0.03
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 10
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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