

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/10/03

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : SAO PAULO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
	-----	-----	-----	-----
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	528	16.00	25.50	1.34
FROM TERRITORIES :	449	11.00	23.75	1.17
B.VISITS TO CLIENTS IN TERRITORY :	211	22.50	15.50	1.07
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	7	10.00	4.50	0.38
CONFERENCE SEMINARS :	2	0.00	2.00	0.08
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.50	0.00	0.03
POST INITIATED :	27	8.50	6.50	0.43
E.COMMUNICATIONS ACTIVITIES :	1	3.00	2.00	0.14
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.50	0.00	0.01
FROM TERRITORIES :	6	1.50	0.00	0.03
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	5.00	0.20
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.50	5.00	0.21
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	1.00	6.50	0.28
HOST GOVERNMENT :	5	1.00	0.00	0.02
OTHER DEPARTMENT :	23	4.00	0.00	0.08
PROVINCES/MUNICIPALITIES :	46	5.50	3.75	0.26
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.00	0.12
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 56
FROM TERRIT : 53

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

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