

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : BRASILIA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	78	9.00	12.00	0.30
FROM TERRITORIES :	64	5.00	25.00	0.35
B. VISITS TO CLIENTS IN TERRITORY	29	10.50	3.00	0.24
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.00	0.00	0.02
MISSIONS :	4	4.50	0.00	0.09
CONFERENCE SEMINARS :	3	5.00	0.00	0.10
OTHER :	2	2.00	4.00	0.08
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	3	3.00	0.00	0.06
POST INITIATED :	29	24.00	25.00	0.73
E. COMMUNICATIONS ACTIVITIES	6	1.00	3.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	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'TN IN PROG-REL EVENTS OUTSIDE POST		0.00	4.00	0.04
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	20	0.00	12.00	0.12
HOST GOVERNMENT :	10	1.00	4.00	0.06
OTHER DEPARTMENT :	14	4.00	0.00	0.08
PROVINCES/MUNICIPALITIES :	2	0.50	0.00	0.01
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		11.00	2.00	0.24
LEAVE, PROFESSIONAL DEVELOP :		18.50	3.00	0.40
K. SERVICE TO OTHER MISSION PROGRAMS		0.00	3.00	0.03
L. TOURISM PROGRAM ACTIVITIES		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	1
	FROM TERRIT :	8
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	14
	FROM TERRIT :	6
NUMBER OF PEMD APPLICATIONS COMMENTED ON		2
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	1