

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : BRASILIA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	105	10.00	35.00	0.55
FROM TERRITORIES	28	0.00	10.00	0.10
B. VISITS TO CLIENTS IN TERRITORY	35	10.00	10.00	0.30
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	3.00	10.00	0.16
MISSIONS	0	0.00	0.00	0.00
OTHER	1	10.00	0.00	0.20
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	15	17.00	10.00	0.44
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 ENQR'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	65	15.00	15.00	0.45
FROM OTHER GOV'T SOURCES- CONTACTS	0	0.00	0.00	0.00
- REPORTS	35	8.00	5.00	0.21
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP		7.00	5.00	0.19
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 : 22  
 FROM TERRIT : 5

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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