

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

89/12/12

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : SAO PAULO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	487	20.00	29.25	1.57
FROM TERRITORIES :	473	15.00	19.00	1.06
B.VISITS TO CLIENTS IN TERRITORY :	140	10.00	17.00	0.88
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	3	2.50	1.50	0.11
MISSIONS :	5	10.00	11.75	0.67
CONFERENCE SEMINARS :	6	5.00	2.50	0.20
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	0.00	1.50	0.06
POST INITIATED :	4	2.50	4.50	0.23
E.COMMUNICATIONS ACTIVITIES :	0	3.00	0.00	0.06
F.INVESTMENT ENQUIRIES FROM CANADA :	5	2.50	1.25	0.10
FROM TERRITORIES :	5	0.00	1.50	0.06
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.00	0.50	0.02
HOST GOVERNMENT :	9	4.50	0.75	0.12
OTHER DEPARTMENT :	4	2.50	2.50	0.15
PROVINCES/MUNICIPALITIES :	16	6.00	0.75	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP :		1.50	5.75	0.26
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 108  
FROM TERRIT : 60

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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