

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	619	22.50	27.75	1.56
FROM TERRITORIES :	547	15.00	19.25	1.07
B.VISITS TO CLIENTS IN TERRITORY :	150	8.50	17.25	0.86
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	2.50	5.75	0.28
MISSIONS :	9	7.50	0.75	0.18
CONFERENCE SEMINARS :	6	2.50	7.50	0.35
OTHER :	2	0.00	1.75	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	2.50	0.00	0.05
POST INITIATED :	10	4.00	3.75	0.23
E.COMMUNICATIONS ACTIVITIES :	17	6.00	1.00	0.16
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	2.50	0.00	0.05
FROM TERRITORIES :	4	0.50	0.50	0.03
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	6	0.00	0.50	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	7.50	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	0.50	0.02
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	35	6.00	0.00	0.12
PROVINCES/MUNICIPALITIES :	13	4.00	0.00	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.50	0.00	0.17
LEAVE, PROFESSIONAL DEVELOP :		0.00	6.25	0.25
K.SERVICE TO OTHER MISSION PROGRAMS :		7.50	0.00	0.15
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 85  
FROM TERRIT : 55

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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