

09/09/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	341	10.00	38.50	1.74
FROM TERRITORIES :	236	10.00	17.25	0.89
B.VISITS TO CLIENTS IN TERRITORY :	178	10.00	7.75	0.51
C.EXPORT/TRADE/POLICY FAIRS :	1	5.00	20.00	0.90
PROJECTS AND EVENTS MISSIONS :	1	0.50	0.50	0.03
CONFERENCE SEMINARS :	4	15.00	3.75	0.45
OTHER :	5	1.00	0.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	1.50	0.08
POST INITIATED :	11	2.50	2.50	0.15
E.COMMUNICATIONS ACTIVITIES :	10	4.00	0.25	0.09
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	2.00	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	2.50	0.00	0.05
OTHER DEPARTMENT :	8	5.00	2.00	0.18
PROVINCES/MUNICIPALITIES :	5	1.00	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	2.50	0.40
LEAVE, PROFESSIONAL DEVELOP :		6.50	1.50	0.19
K.SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.20
L.TOURISM PROGRAM ACTIVITIES :		1.00	0.00	0.02
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	59
FROM TERRIT :	79
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	311
FROM TERRIT :	282

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	12
--	----

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