

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : BRASILIA

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|--|--------|--------------------------|---------|--------------------------|
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 292 | 14.50 | 40.00 | 0.69 |
| FROM TERRITORIES : | 85 | 4.50 | 14.00 | 0.23 |
| B.VISITS TO CLIENTS IN TERRITORY : | 177 | 16.00 | 17.00 | 0.49 |
| C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 1 | 1.00 | 0.00 | 0.02 |
| MISSIONS : | 2 | 0.50 | 3.00 | 0.04 |
| CONFERENCE SEMINARS : | 1 | 1.50 | 0.00 | 0.03 |
| OTHER : | 2 | 7.00 | 0.00 | 0.14 |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 42 | 11.00 | 0.00 | 0.22 |
| POST INITIATED : | 32 | 8.00 | 3.00 | 0.19 |
| E.COMMUNICATIONS ACTIVITIES : | 0 | 0.00 | 0.00 | 0.00 |
| F.INVESTMENT ENQUIRIES FROM CANADA : | 4 | 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'T'N IN PROG-REL EVENTS OUTSIDE POST : | | 8.50 | 0.00 | 0.17 |
| I.SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 0 | 0.00 | 0.00 | 0.00 |
| HOST GOVERNMENT : | 12 | 5.00 | 0.00 | 0.10 |
| OTHER DEPARTMENT : | 25 | 7.50 | 20.00 | 0.35 |
| PROVINCES/MUNICIPALITIES : | 3 | 0.00 | 3.00 | 0.03 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 4.00 | 0.00 | 0.08 |
| LEAVE, PROFESSIONAL DEVELOP : | | 8.50 | 0.00 | 0.17 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 2.50 | 0.00 | 0.05 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 3.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 27
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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