

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : BRASILIA	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	106	15.00	9.00	0.39
FROM TERRITORIES :	77	7.50	6.00	0.21
B. VISITS TO CLIENTS IN TERRITORY :	90	14.50	10.00	0.39
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.50	0.00	0.03
MISSIONS :	2	2.00	0.00	0.04
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	3	4.00	8.00	0.16
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	3.50	0.00	0.07
POST INITIATED :	44	32.00	15.00	0.79
E. COMMUNICATIONS ACTIVITIES :	6	3.00	0.00	0.06
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	1.50	0.00	0.03
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	13	0.00	5.00	0.05
HOST GOVERNMENT :	27	2.50	8.00	0.13
OTHER DEPARTMENT :	18	3.50	3.00	0.10
PROVINCES/MUNICIPALITIES :	2	0.50	1.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	0.00	0.16
LEAVE, PROFESSIONAL DEVELOP :		1.00	33.00	0.35
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	2.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	5
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	16
	FROM TERRIT :	3
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	1