

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	115	10.50	39.00	0.60
FROM TERRITORIES :	29	2.00	13.00	0.17
B. VISITS TO CLIENTS IN TERRITORY :	52	15.00	6.00	0.36
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	8	9.00	2.00	0.20
CONFERENCE SEMINARS :	4	4.00	1.00	0.09
OTHER :	2	1.00	2.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	4.00	3.00	0.11
POST INITIATED :	21	17.00	15.00	0.49
E. COMMUNICATIONS ACTIVITIES :	7	5.50	2.00	0.13
F. INVESTMENT ENQUIRIES FROM CANADA :	1	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	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.50	2.00	0.03
HOST GOVERNMENT :	8	1.50	4.00	0.07
OTHER DEPARTMENT :	12	6.00	3.00	0.15
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.50	4.00	0.17
LEAVE, PROFESSIONAL DEVELOP :		16.50	0.00	0.33
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	2.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		1.00	0.00	0.02
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	4
	FROM TERRIT :	34
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	7
	FROM TERRIT :	2
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		0
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	1