

25/05/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : BRASILIA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	108	9.00	15.00	0.33
FROM TERRITORIES	43	3.50	7.00	0.14
B. VISITS TO CLIENTS IN TERRITORY	34	8.00	3.00	0.19
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	1	0.00	30.00	0.30
MISSIONS	3	2.50	0.00	0.05
CONFERENCE SEMINARS	3	2.50	0.00	0.05
OTHER	1	0.50	0.00	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	2	1.00	0.00	0.02
POST INITIATED	27	20.00	15.00	0.55
E. COMMUNICATIONS ACTIVITIES	28	2.00	7.00	0.11
F. INVESTMENT ENQUIRIES FROM CANADA	2	0.50	0.00	0.01
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		1.00	2.00	0.04
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	11	0.00	3.00	0.03
HOST GOVERNMENT	10	0.50	2.00	0.03
OTHER DEPARTMENT	16	4.00	2.00	0.10
PROVINCES/MUNICIPALITIES	0	0.50	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		10.00	2.00	0.22
LEAVE, PROFESSIONAL DEVELOP		34.50	10.00	0.79
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 : 15

FROM TERRIT : 6

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 6

FROM TERRIT : 8

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 4

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 1