

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	764	27.50	33.00	2.20
FROM TERRITORIES :	569	12.00	22.00	1.34
B. VISITS TO CLIENTS IN TERRITORY :	189	25.00	17.60	1.38
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	0.00	3.60	0.18
MISSIONS :	2	0.00	2.00	0.10
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	6.00	4.00	0.32
POST INITIATED :	17	5.00	5.00	0.35
E. COMMUNICATIONS ACTIVITIES :	11	4.00	1.00	0.13
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'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	4.20	0.21
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	16	2.00	1.00	0.09
HOST GOVERNMENT :	56	1.50	0.00	0.03
OTHER DEPARTMENT :	11	6.00	0.00	0.12
PROVINCES/MUNICIPALITIES :	11	1.50	1.00	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		8.50	2.00	0.27
LEAVE, PROFESSIONAL DEVELOP :		0.00	3.60	0.18
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	14
	FROM TERRIT :	17
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	52
	FROM TERRIT :	218
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		5
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	5