

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	599	18.33	17.00	1.40
FROM TERRITORIES :	731	11.66	22.60	1.48
B.VISITS TO CLIENTS IN TERRITORY :	253	18.33	19.60	1.53
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	1.66	6.60	0.38
MISSIONS :	3	3.33	4.60	0.33
CONFERENCE SEMINARS :	5	3.00	1.00	0.14
OTHER :	6	10.00	5.60	0.58
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.66	2.00	0.12
POST INITIATED :	9	0.00	5.40	0.27
E.COMMUNICATIONS ACTIVITIES :	9	2.00	2.00	0.16
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	1.33	0.00	0.04
FROM TERRITORIES :	6	2.33	0.20	0.08
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	1.00	0.05
HOST GOVERNMENT :	4	2.00	0.60	0.09
OTHER DEPARTMENT :	19	2.66	2.80	0.22
PROVINCES/MUNICIPALITIES :	10	5.00	2.00	0.25
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.33	3.00	0.40
LEAVE, PROFESSIONAL DEVELOP :		9.33	1.00	0.33
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	53
	FROM TERRIT :	33
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	199
	FROM TERRIT :	289
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	5