

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	474	12.50	23.75	1.20
FROM TERRITORIES :	864	7.50	20.75	0.98
B. VISITS TO CLIENTS IN TERRITORY :	152	10.00	15.25	0.81
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	15	2.50	16.75	0.72
MISSIONS :	8	2.50	2.25	0.14
CONFERENCE SEMINARS :	3	2.50	1.25	0.10
OTHER :	1	0.00	6.25	0.25
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.00	1.00	0.04
POST INITIATED :	2	5.00	3.25	0.23
E. COMMUNICATIONS ACTIVITIES :	5	2.50	0.75	0.08
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	1.00	0.75	0.05
FROM TERRITORIES :	4	1.00	0.25	0.03
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.50	0.00	0.01
CONNECTIONS ARRANGED :	2	0.00	0.50	0.02
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.50	0.02
HOST GOVERNMENT :	0	0.00	0.50	0.02
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.50	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		47.50	6.25	1.20
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 115
FROM TERRIT : 75

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4