

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	562	26.66	29.20	2.26
FROM TERRITORIES :	666	15.00	21.00	1.50
B.VISITS TO CLIENTS IN TERRITORY :	158	15.00	15.00	1.20
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	1.66	5.00	0.30
MISSIONS :	3	4.33	3.00	0.28
CONFERENCE SEMINARS :	1	0.00	0.80	0.04
OTHER :	3	0.66	0.20	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	2.66	5.60	0.36
POST INITIATED :	10	2.66	10.20	0.59
E.COMMUNICATIONS ACTIVITIES :	10	2.33	0.00	0.07
F.INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.00	0.20	0.01
FROM TERRITORIES :	3	1.66	0.20	0.06
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	2.60	0.13
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.66	0.00	0.05
HOST GOVERNMENT :	8	1.66	0.00	0.05
OTHER DEPARTMENT :	29	4.66	1.20	0.20
PROVINCES/MUNICIPALITIES :	7	1.00	1.00	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.66	1.00	0.40
LEAVE, PROFESSIONAL DEVELOP :		6.66	3.80	0.39
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.92	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	31
	FROM TERRIT :	44
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	227
	FROM TERRIT :	236
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	2
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	5