

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : BRASILIA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	157	22.50	17.00	0.62
FROM TERRITORIES :	66	10.00	18.00	0.38
B. VISITS TO CLIENTS IN TERRITORY :	72	17.50	1.00	0.36
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	4	10.00	0.00	0.20
CONFERENCE SEMINARS :	3	5.00	0.00	0.10
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	3.00	0.00	0.06
POST INITIATED :	33	14.50	20.00	0.49
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	23	0.00	12.00	0.12
HOST GOVERNMENT :	19	2.50	7.00	0.12
OTHER DEPARTMENT :	19	6.00	3.00	0.15
PROVINCES/MUNICIPALITIES :	4	2.00	0.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	10.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		1.50	9.00	0.12
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	3.00	0.03
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 33
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 1