

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : SAO PAULO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	342	20.00	10.00	0.80
FROM TERRITORIES :	304	5.00	17.50	0.80
B.VISITS TO CLIENTS IN TERRITORY :	107	10.00	15.00	0.80
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	10.00	20.00	1.00
MISSIONS :	2	15.00	15.00	0.90
CONFERENCE SEMINARS :	2	20.00	12.50	0.90
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.00	0.00	0.00
POST INITIATED :	2	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	6	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	8	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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	2.50	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	2.50	1.25	0.10
OTHER DEPARTMENT :	0	5.00	2.50	0.20
PROVINCES/MUNICIPALITIES :	0	0.00	1.25	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.50	0.10
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 : 67
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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