

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : BRASILIA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	215	21.50	12.00	0.55
FROM TERRITORIES :	80	3.00	9.00	0.15
B.VISITS TO CLIENTS IN TERRITORY :	89	11.50	0.00	0.23
C.EXPORT/TRADE/POLICY FAIRS :	2	1.00	0.00	0.02
PROJECTS AND EVENTS MISSIONS :	4	5.50	0.00	0.11
CONFERENCE SEMINARS :	2	1.50	0.00	0.03
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	69	18.00	12.00	0.48
POST INITIATED :	21	6.50	0.00	0.13
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	4	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 :	3	0.00	1.00	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	9	2.50	0.00	0.05
OTHER DEPARTMENT :	22	5.50	0.00	0.11
PROVINCES/MUNICIPALITIES :	15	3.50	0.00	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.50	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		16.50	66.00	0.99
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 40
FROM TERRIT : 68

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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