

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : SAO PAULO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	522	22.50	35.00	1.85
FROM TERRITORIES :	463	5.50	20.50	0.93
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 115	7.50	12.25	0.64
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	5	4.00	5.25	0.29
MISSIONS :	7	7.00	16.50	0.80
OTHER :	2	0.00	2.50	0.10
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	6	5.00	2.00	0.18
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'TN IN PRG-RELATED EVENTS IN CANADA :	1	1.50	0.00	0.03
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	14	5.00	1.25	0.15
FROM OTHER GOV'T SOURCES- CONTACTS :	23	2.50	2.00	0.13
- REPORTS :	12	2.50	1.75	0.12
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		14.00	0.00	0.28
LEAVE, PROFESSIONAL DEVELOP :		16.50	1.00	0.37
J. SERVICE TO OTHER MISSION PROGRAMS :		6.50	0.00	0.13
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 65
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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