

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : SAO PAULO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	655	20.00	23.00	1.55
FROM TERRITORIES :	1047	15.00	20.60	1.33
B.VISITS TO CLIENTS IN TERRITORY :	210	22.50	18.20	1.36
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	0.00	15.00	0.75
MISSIONS :	6	2.50	6.40	0.37
CONFERENCE SEMINARS :	4	2.50	2.20	0.16
OTHER :	2	0.00	3.40	0.17
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	3.50	2.60	0.20
POST INITIATED :	8	4.00	3.60	0.26
E.COMMUNICATIONS ACTIVITIES :	13	5.00	0.20	0.11
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	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	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	12	2.00	0.00	0.04
HOST GOVERNMENT :	59	1.50	0.40	0.05
OTHER DEPARTMENT :	15	5.50	0.60	0.14
PROVINCES/MUNICIPALITIES :	12	2.00	1.00	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	2.80	0.40
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	16
	FROM TERRIT :	12
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	107
	FROM TERRIT :	254
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		5
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	5