

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	120	10.50	50.00	0.71
FROM TERRITORIES :	32	3.00	14.00	0.20
B.VISITS TO CLIENTS IN TERRITORY :	57	17.50	6.00	0.41
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	4	1.50	1.00	0.04
MISSIONS :	4	3.50	0.00	0.07
CONFERENCE SEMINARS :	1	0.50	0.00	0.01
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	6.50	0.00	0.13
POST INITIATED :	26	13.50	15.00	0.42
E.COMMUNICATIONS ACTIVITIES :	3	0.50	1.00	0.02
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.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		4.50	0.00	0.09
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	7	0.50	4.00	0.05
HOST GOVERNMENT :	11	1.00	5.00	0.07
OTHER DEPARTMENT :	11	3.00	4.00	0.10
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	0.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		20.00	0.00	0.40
K.SERVICE TO OTHER MISSION PROGRAMS :		7.00	0.00	0.14
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	5
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	26
FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	1