

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	227	22.50	32.00	0.77
FROM TERRITORIES :	86	9.00	15.00	0.33
B. VISITS TO CLIENTS IN TERRITORY :	93	22.00	2.00	0.46
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.50	1.00	0.02
MISSIONS :	7	6.50	3.00	0.16
CONFERENCE SEMINARS :	6	4.00	2.00	0.10
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	4.00	0.00	0.08
POST INITIATED :	37	15.00	20.00	0.50
E. COMMUNICATIONS ACTIVITIES :	2	0.50	0.00	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	3	0.50	0.00	0.01
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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	14	1.00	6.00	0.08
HOST GOVERNMENT :	32	4.50	11.00	0.20
OTHER DEPARTMENT :	16	3.50	3.00	0.10
PROVINCES/MUNICIPALITIES :	3	0.50	1.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		4.00	3.00	0.11
LEAVE, PROFESSIONAL DEVELOP :		2.00	0.00	0.04
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	1.00	0.01
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 : 15  
 FROM TERRIT : 30  
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 20  
 FROM TERRIT : 90

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 4

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