

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	262	21.00	41.00	0.83
FROM TERRITORIES :	57	5.00	6.00	0.16
B. VISITS TO CLIENTS IN TERRITORY :	71	13.50	9.00	0.36
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	2.50	0.00	0.05
MISSIONS :	3	3.00	2.00	0.08
CONFERENCE SEMINARS :	3	1.50	0.00	0.03
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.50	2.00	0.07
POST INITIATED :	36	15.00	25.00	0.55
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	4	1.00	0.00	0.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	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 :	0	0.00	0.00	0.00
HOST GOVERNMENT :	18	1.00	7.00	0.09
OTHER DEPARTMENT :	16	3.00	4.00	0.10
PROVINCES/MUNICIPALITIES :	4	1.50	0.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		6.00	4.00	0.16
LEAVE, PROFESSIONAL DEVELOP :		23.50	0.00	0.47
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 15
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

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