

17/11/94

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	27	2.00	20.00	0.22
FROM TERRITORIES :	11	1.00	6.00	0.07
B.VISITS TO CLIENTS IN TERRITORY :	36	10.00	14.00	0.24
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	2	8.00	20.00	0.28
CONFERENCE SEMINARS :	2	6.00	0.00	0.06
OTHER :	1	0.00	8.00	0.08
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	12.00	0.00	0.12
POST INITIATED :	14	28.00	0.00	0.28
E.COMMUNICATIONS ACTIVITIES :	8	7.00	4.00	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 :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	1.00	0.00	0.01
OTHER DEPARTMENT :	5	2.00	6.00	0.08
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.00	0.00	0.21
LEAVE, PROFESSIONAL DEVELOP :		2.00	20.00	0.22
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	2.00	0.02
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	4
FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	1
FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	1