

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : SAO PAULO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	748	18.33	20.40	1.57
FROM TERRITORIES :	871	11.66	20.20	1.36
B. VISITS TO CLIENTS IN TERRITORY :	197	12.00	16.40	1.18
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	3.66	21.00	1.16
MISSIONS :	9	18.33	3.20	0.71
CONFERENCE SEMINARS :	6	2.33	3.00	0.22
OTHER :	3	0.00	3.00	0.15
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.00	0.60	0.06
POST INITIATED :	8	2.66	2.40	0.20
E. COMMUNICATIONS ACTIVITIES :	19	2.00	3.20	0.22
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	3	1.00	0.00	0.03
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 :	3	0.00	2.00	0.10
HOST GOVERNMENT :	6	2.00	0.00	0.06
OTHER DEPARTMENT :	11	4.00	0.00	0.12
PROVINCES/MUNICIPALITIES :	15	7.00	0.60	0.24
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	1.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		9.00	3.00	0.42
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.97	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	16
	FROM TERRIT :	53
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	119
	FROM TERRIT :	565
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	7
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	5