

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : SAO PAULO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	439	22.50	28.50	1.59
FROM TERRITORIES :	406	17.50	22.25	1.24
B.VISITS TO CLIENTS IN TERRITORY :	115	12.50	11.75	0.72
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	3.50	17.50	0.77
CONFERENCE SEMINARS :	3	3.50	0.00	0.07
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.50	5.00	0.23
POST INITIATED :	4	1.00	1.25	0.07
E.COMMUNICATIONS ACTIVITIES :	3	3.50	0.00	0.07
F.INVESTMENT ENQUIRIES FROM CANADA :	10	2.50	0.00	0.05
FROM TERRITORIES :	10	3.50	2.00	0.15
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 :		7.50	0.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	6	0.00	0.75	0.03
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	16	1.50	0.75	0.06
PROVINCES/MUNICIPALITIES :	20	1.00	1.25	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.50	0.00	0.17
LEAVE, PROFESSIONAL DEVELOP :		4.00	9.00	0.44
K.SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.00	0.12
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 51
FROM TERRIT : 27

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4