

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : BRASILIA

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|--|--------------|--------------------------|---------|--------------------------|
| A. EXPORT ENQUIRIES | | | | |
| FROM CANADA | : 161 | 12.50 | 45.00 | 0.70 |
| FROM TERRITORIES | : 58 | 3.00 | 20.00 | 0.26 |
| B. VISITS TO CLIENTS IN TERRITORY | VISITS : 139 | 20.00 | 0.00 | 0.40 |
| C. EXPORT PROMOTION PROJECTS & EVENTS | | | | |
| FAIRS | : 2 | 3.00 | 0.00 | 0.06 |
| MISSIONS | : 2 | 0.00 | 2.00 | 0.02 |
| OTHER | : 1 | 0.00 | 5.00 | 0.05 |
| D. COMMERCIAL / ECONOMIC REPORTS COMPLETED | : 33 | 15.00 | 20.00 | 0.50 |
| E. INVESTMENT/PROMOTION ENQUIRIES | | | | |
| FROM CANADA | : 6 | 0.00 | 0.00 | 0.00 |
| FROM TERRITORIES | : 1 | 0.00 | 0.00 | 0.00 |
| F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA | : 0 | 0.00 | 0.00 | 0.00 |
| CONNECTIONS ARRANGED | : 2 | 0.00 | 3.00 | 0.03 |
| G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA | : 0 | 0.00 | 0.00 | 0.00 |
| H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS | : 80 | 25.50 | 5.00 | 0.56 |
| FROM OTHER GOV'T SOURCES- CONTACTS | : 0 | 0.00 | 0.00 | 0.00 |
| - REPORTS | : 30 | 10.00 | 0.00 | 0.20 |
| I. ADMINISTRATION: | | | | |
| PROGRAM MANAGEMENT & ADMIN. | | 3.00 | 0.00 | 0.06 |
| LEAVE, PROFESSIONAL DEVELOP | | 8.00 | 0.00 | 0.16 |
| J. SERVICE TO OTHER MISSION PROGRAMS | | 0.00 | 0.00 | 0.00 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 3.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 29
FROM TERRIT : 42

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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