

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	545	12.50	48.00	0.73
FROM TERRITORIES :	131	5.00	8.00	0.18
B.VISITS TO CLIENTS IN TERRITORY :	109	10.00	8.00	0.28
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	4	20.00	15.00	0.55
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	8.00	0.00	0.16
POST INITIATED :	45	7.50	20.00	0.35
E.COMMUNICATIONS ACTIVITIES :	6	0.50	0.00	0.01
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	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 :		2.50	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	65	7.50	0.00	0.15
HOST GOVERNMENT :	17	3.00	0.00	0.06
OTHER DEPARTMENT :	35	7.50	1.00	0.16
PROVINCES/MUNICIPALITIES :	15	5.00	0.00	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.50	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		7.50	0.00	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 68
FROM TERRIT : 58

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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