

02/06/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	347	15.00	24.25	1.27
FROM TERRITORIES :	472	20.00	19.00	1.16
B. VISITS TO CLIENTS IN TERRITORY :	122	6.00	10.25	0.53
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	2.50	7.50	0.35
MISSIONS :	4	2.50	5.25	0.26
CONFERENCE SEMINARS :	3	2.50	0.75	0.08
OTHER :	1	0.00	8.25	0.33
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.50	0.25	0.06
POST INITIATED :	16	4.00	5.50	0.30
E. COMMUNICATIONS ACTIVITIES :	7	6.50	0.50	0.15
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	1.00	0.00	0.02
FROM TERRITORIES :	8	0.50	0.25	0.02
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	6.25	0.25
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.50	0.75	0.04
HOST GOVERNMENT :	2	2.50	0.00	0.05
OTHER DEPARTMENT :	15	3.50	3.00	0.19
PROVINCES/MUNICIPALITIES :	5	1.50	0.25	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		12.50	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP :		12.50	8.00	0.57
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.08
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	12
	FROM TERRIT :	19
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	60
	FROM TERRIT :	63
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	15
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	4