

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : SAO PAULO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	427	15.00	35.75	1.73
FROM TERRITORIES :	368	10.00	22.50	1.10
B.VISITS TO CLIENTS IN TERRITORY :	71	7.50	9.00	0.51
C.EXPORT/TRADE/POLICY FAIRS :	3	20.00	6.25	0.65
PROJECTS AND EVENTS MISSIONS :	1	0.00	1.25	0.05
CONFERENCE SEMINARS :	2	4.00	6.75	0.35
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	2.50	1.25	0.10
POST INITIATED :	5	3.50	3.00	0.19
E.COMMUNICATIONS ACTIVITIES :	13	3.00	0.00	0.06
F.INVESTMENT ENQUIRIES FROM CANADA :	4	0.50	0.00	0.01
FROM TERRITORIES :	5	0.00	2.25	0.09
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 :		0.00	4.50	0.18
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.00	1.00	0.04
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	2	1.50	0.00	0.03
PROVINCES/MUNICIPALITIES :	9	2.50	0.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	1.00	0.29
LEAVE, PROFESSIONAL DEVELOP :		15.00	5.50	0.52
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 130  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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