

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : SAO PAULO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 602	16.66	26.00	1.80
FROM TERRITORIES	: 927	16.66	22.40	1.62
B. VISITS TO CLIENTS IN TERRITORY	: 248	11.66	17.40	1.22
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 4	5.00	16.00	0.95
MISSIONS	: 2	11.66	6.40	0.67
CONFERENCE SEMINARS	: 0	0.00	0.00	0.00
OTHER	: 1	3.33	0.00	0.10
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 6	2.00	1.00	0.11
POST INITIATED	: 14	4.33	4.20	0.34
E. COMMUNICATIONS ACTIVITIES	: 16	3.33	1.60	0.18
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 2	0.00	0.00	0.00
FROM TERRITORIES	: 10	1.66	0.20	0.06
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'T'N IN PROG-REL EVENTS OUTSIDE POST	: 16	1.66	1.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 3	1.00	1.00	0.08
HOST GOVERNMENT	: 3	1.33	0.00	0.04
OTHER DEPARTMENT	: 18	2.66	1.20	0.14
PROVINCES/MUNICIPALITIES	: 1	2.33	0.00	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.00	1.00	0.38
LEAVE, PROFESSIONAL DEVELOP	: 14	0.00	0.60	0.03
K. SERVICE TO OTHER MISSION PROGRAMS	: 16	3.66	0.00	0.11
L. TOURISM PROGRAM ACTIVITIES	: 14	0.00	0.00	0.00
***** TOTALS *****		99.93	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 21
	FROM TERRIT	: 66
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 215
	FROM TERRIT	: 338

NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 6
--	-----

NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 3
	-LOCALLY ENGAGED	: 5