

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	235	13.50	21.00	0.48
FROM TERRITORIES :	86	6.50	12.00	0.25
B.VISITS TO CLIENTS IN TERRITORY :	106	16.50	5.00	0.38
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	9.00	7.00	0.25
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	2	2.50	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	28	6.00	3.00	0.15
POST INITIATED :	57	13.50	25.00	0.52
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	60	1.50	0.00	0.03
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 :	3	0.00	2.00	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	0.00	3.00	0.03
HOST GOVERNMENT :	18	3.00	4.00	0.10
OTHER DEPARTMENT :	22	5.50	7.00	0.18
PROVINCES/MUNICIPALITIES :	8	2.50	3.00	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.50	8.00	0.13
LEAVE, PROFESSIONAL DEVELOP :		15.00	0.00	0.30
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 38  
FROM TERRIT : 19

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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