

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : BRASILIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	161	12.50	45.00	0.70
FROM TERRITORIES :	58	3.00	20.00	0.26
B. VISITS TO CLIENTS IN TERRITORY	139	20.00	0.00	0.40
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	2	3.00	0.00	0.06
MISSIONS :	2	0.00	2.00	0.02
OTHER :	1	0.00	5.00	0.05
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	33	15.00	20.00	0.50
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	6	0.00	0.00	0.00
FROM TERRITORIES :	1	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	0.00	3.00	0.03
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	80	25.50	5.00	0.56
FROM OTHER GOV'T SOURCES- CONTACTS :	0	0.00	0.00	0.00
- REPORTS :	30	10.00	0.00	0.20
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		3.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		8.00	0.00	0.16
J. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 29
FROM TERRIT : 42

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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