

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

91/03/25

POST : BRASILIA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	257	28.50	16.00	0.73
FROM TERRITORIES :	82	7.00	22.00	0.36
B. VISITS TO CLIENTS IN TERRITORY :	73	17.50	6.00	0.41
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	3.50	0.00	0.07
MISSIONS :	5	7.50	8.00	0.23
CONFERENCE SEMINARS :	3	1.50	5.00	0.08
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.00	0.00	0.04
POST INITIATED :	35	13.50	21.00	0.48
E. COMMUNICATIONS ACTIVITIES :	1	0.00	1.00	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
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 :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		7.50	0.00	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	11	0.00	5.00	0.05
HOST GOVERNMENT :	6	1.50	1.00	0.04
OTHER DEPARTMENT :	10	3.50	1.00	0.08
PROVINCES/MUNICIPALITIES :	5	1.50	1.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	13.00	0.13
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 36
FROM TERRIT : 58

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

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