

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	496	22.50	31.00	2.00
FROM TERRITORIES :	760	10.00	23.40	1.37
B. VISITS TO CLIENTS IN TERRITORY :	144	10.00	11.00	0.75
C. EXPORT/TRADE/POLICY FAIRS :	6	5.00	9.00	0.55
PROJECTS AND EVENTS MISSIONS :	2	0.00	0.60	0.03
CONFERENCE SEMINARS :	9	5.00	1.00	0.15
OTHER :	2	0.00	4.20	0.21
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	2.50	2.00	0.15
POST INITIATED :	22	7.50	9.00	0.60
E. COMMUNICATIONS ACTIVITIES :	17	1.50	1.20	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	3	2.50	0.00	0.05
FROM TERRITORIES :	4	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 :		15.00	0.00	0.30
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	17	1.00	1.00	0.07
HOST GOVERNMENT :	3	0.50	0.00	0.01
OTHER DEPARTMENT :	8	1.50	0.00	0.03
PROVINCES/MUNICIPALITIES :	21	2.00	1.40	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	4.00	0.45
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.20	0.06
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	10
FROM TERRIT :	14
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	204
FROM TERRIT :	280
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	16
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	5