

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : SAO PAULO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	686	17.00	30.25	1.55
FROM TERRITORIES :	434	9.00	21.00	1.02
B.VISITS TO CLIENTS IN TERRITORY :	230	12.50	10.00	0.65
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	2	2.50	5.00	0.25
MISSIONS :	1	1.50	1.75	0.10
CONFERENCE SEMINARS :	1	0.00	6.25	0.25
OTHER :	0	1.00	0.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.50	0.75	0.06
POST INITIATED :	18	2.50	3.75	0.20
E.COMMUNICATIONS ACTIVITIES :	5	3.50	0.00	0.07
F.INVESTMENT ENQUIRIES FROM CANADA :	5	1.00	0.00	0.02
FROM TERRITORIES :	8	1.00	0.25	0.03
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.50	6.00	0.31
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	1.00	1.25	0.07
HOST GOVERNMENT :	1	0.00	0.50	0.02
OTHER DEPARTMENT :	15	1.50	4.50	0.21
PROVINCES/MUNICIPALITIES :	4	1.00	0.50	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		22.50	0.00	0.45
LEAVE, PROFESSIONAL DEVELOP :		12.50	8.25	0.58
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	8
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	87
FROM TERRIT :	85
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	1
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	4