

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : SAO PAULO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	900	15.00	21.75	1.17
FROM TERRITORIES :	2139	10.00	35.00	1.60
B.VISITS TO CLIENTS IN TERRITORY :	143	10.00	10.75	0.63
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	3	5.00	11.00	0.54
MISSIONS :	5	10.00	1.00	0.24
CONFERENCE SEMINARS :	3	2.50	0.50	0.07
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	6.00	0.00	0.12
POST INITIATED :	27	8.00	11.75	0.63
E.COMMUNICATIONS ACTIVITIES :	6	2.50	1.00	0.09
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	13	5.00	0.25	0.11
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 :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	6	2.50	2.75	0.16
OTHER DEPARTMENT :	68	4.00	0.00	0.08
PROVINCES/MUNICIPALITIES :	22	2.50	3.00	0.17
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		5.00	0.00	0.10
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.04
L.TOURISM PROGRAM ACTIVITIES :		0.00	1.25	0.05
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 77
FROM TERRIT : 47

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 16

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4