

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : SAO PAULO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	361	12.50	28.25	1.38
FROM TERRITORIES :	401	15.00	21.00	1.14
B. VISITS TO CLIENTS IN TERRITORY :	156	10.00	17.75	0.91
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	1.50	5.00	0.23
MISSIONS :	6	1.50	11.50	0.49
CONFERENCE SEMINARS :	3	4.00	9.75	0.47
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	3.50	0.25	0.08
POST INITIATED :	11	7.50	2.25	0.24
E. COMMUNICATIONS ACTIVITIES :	2	2.50	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.50	0.25	0.02
FROM TERRITORIES :	6	1.00	1.00	0.06
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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	0.50	0.25	0.02
HOST GOVERNMENT :	4	0.50	0.25	0.02
OTHER DEPARTMENT :	6	1.00	0.25	0.03
PROVINCES/MUNICIPALITIES :	9	1.00	0.50	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.50	1.75	0.42
LEAVE, PROFESSIONAL DEVELOP :		7.50	0.00	0.15
K. SERVICE TO OTHER MISSION PROGRAMS :		12.50	0.00	0.25
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 :	79
	FROM TERRIT :	179
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	10
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	4