

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : SAN JOSE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	126	22.50	10.00	0.55
FROM TERRITORIES	80	7.50	15.00	0.30
B. VISITS TO CLIENTS IN TERRITORY	53	12.50	10.00	0.35
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	8.50	35.00	0.52
MISSIONS	2	1.50	25.00	0.28
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	1	0.00	1.00	0.01
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	7	1.00	2.00	0.04
FROM TERRITORIES	7	0.00	2.00	0.02
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	0	0.00	0.00	0.00
FROM OTHER GOV'T SOURCES- CONTACTS	13	9.00	0.00	0.18
- REPORTS	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		12.50	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP		5.00	0.00	0.10
J. SERVICE TO OTHER MISSION PROGRAMS		20.00	0.00	0.40
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 66
FROM TERRIT : 41

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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