

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : SAN JOSE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	179	22.50	5.00	0.50
FROM TERRITORIES :	300	13.50	15.00	0.42
B.VISITS TO CLIENTS IN TERRITORY :	7	5.00	20.00	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	6.00	40.00	0.52
MISSIONS :	1	2.50	0.00	0.05
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	11.50	0.00	0.23
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.50	8.00	0.13
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	20	4.00	6.00	0.14
FROM TERRITORIES :	10	0.00	4.00	0.04
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	2.00	0.02
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	2	1.50	0.00	0.03
PROVINCES/MUNICIPALITIES :	4	4.00	0.00	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.50	0.00	0.29
LEAVE, PROFESSIONAL DEVELOP :		4.00	0.00	0.08
K.SERVICE TO OTHER MISSION PROGRAMS :		8.50	0.00	0.17
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 54
FROM TERRIT : 3

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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