

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	300	18.50	18.00	0.55
FROM TERRITORIES :	420	20.50	15.00	0.56
B. VISITS TO CLIENTS IN TERRITORY :	280	19.50	17.00	0.56
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	4.00	18.00	0.26
MISSIONS :	3	2.00	8.00	0.12
CONFERENCE SEMINARS :	2	6.00	1.00	0.13
OTHER :	1	0.50	1.00	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	4.00	1.00	0.09
POST INITIATED :	5	1.50	5.00	0.08
E. COMMUNICATIONS ACTIVITIES :	3	2.00	1.00	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	45	7.50	5.00	0.20
FROM TERRITORIES :	15	1.50	1.00	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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.50	1.00	0.04
HOST GOVERNMENT :	4	1.50	3.00	0.06
OTHER DEPARTMENT :	15	4.00	3.00	0.11
PROVINCES/MUNICIPALITIES :	2	0.50	2.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	5
	FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	65
	FROM TERRIT :	45
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		0
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	1