

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	322	10.33	16.66	0.81
FROM TERRITORIES :	248	7.00	13.00	0.60
B. VISITS TO CLIENTS IN TERRITORY :	141	7.00	5.66	0.38
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	3.33	2.00	0.16
MISSIONS :	4	6.66	21.00	0.83
CONFERENCE SEMINARS :	10	4.66	13.66	0.55
OTHER :	18	7.33	2.00	0.28
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.66	0.33	0.03
POST INITIATED :	5	0.33	0.33	0.02
E. COMMUNICATIONS ACTIVITIES :	11	6.66	3.33	0.30
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	14	2.66	0.66	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	1.00	0.33	0.04
CONNECTIONS ARRANGED :	2	0.66	0.00	0.02
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		7.66	1.33	0.27
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.33	0.01
OTHER DEPARTMENT :	1	0.33	0.00	0.01
PROVINCES/MUNICIPALITIES :	11	2.00	2.33	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		24.00	9.00	0.99
LEAVE, PROFESSIONAL DEVELOP :		4.00	8.00	0.36
K. SERVICE TO OTHER MISSION PROGRAMS :		3.66	0.00	0.11
***** TOTALS *****		99.93	99.95	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 15
FROM TERRIT : 12

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 31

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 3