

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 186	12.33	30.50	0.98
FROM TERRITORIES	: 263	10.66	11.50	0.55
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 125	10.00	21.00	0.72
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 4	3.33	22.50	0.55
MISSIONS	: 7	15.00	5.00	0.55
OTHER	: 5	1.66	0.00	0.05
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 4	1.33	0.00	0.04
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 3	0.66	0.50	0.03
FROM TERRITORIES	: 21	6.00	0.50	0.19
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 19	3.33	2.50	0.15
CONNECTIONS ARRANGED	: 4	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	: 4	5.66	0.00	0.17
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 2	0.33	0.00	0.01
FROM OTHER GOV'T SOURCES- CONTACTS	: 10	2.66	3.00	0.14
- REPORTS	: 0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.	: 22.66	0.00	0.68	
LEAVE, PROFESSIONAL DEVELOP	: 3.00	3.00	0.15	
J. SERVICE TO OTHER MISSION PROGRAMS	: 1.33	0.00	0.04	
***** TOTALS *****		99.94	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 49
FROM TERRIT : 220

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 38

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2