

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/10/03

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	214	25.00	25.00	0.75
FROM TERRITORIES :	128	15.00	15.00	0.45
B. VISITS TO CLIENTS IN TERRITORY :	101	15.00	25.00	0.55
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	10	10.00	0.00	0.20
CONFERENCE SEMINARS :	1	1.00	0.00	0.02
OTHER :	8	3.50	10.00	0.17
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	5.00	0.07
POST INITIATED :	1	4.50	0.00	0.09
E. COMMUNICATIONS ACTIVITIES :	1	2.50	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	48	5.00	10.00	0.20
FROM TERRITORIES :	18	0.00	5.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.50	0.00	0.01
CONNECTIONS ARRANGED :	3	0.50	0.00	0.01
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.50	0.00	0.03
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	1	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	2	2.00	0.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.50	0.00	0.07
LEAVE, PROFESSIONAL DEVELOP :		6.00	0.00	0.12
K. SERVICE TO OTHER MISSION PROGRAMS :		2.50	5.00	0.10
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 45
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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