

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	222	16.50	27.00	0.60
FROM TERRITORIES :	177	9.00	20.00	0.38
B.VISITS TO CLIENTS IN TERRITORY :	133	10.00	10.00	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	4.50	25.00	0.34
MISSIONS :	9	2.00	8.00	0.12
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	3.00	3.00	0.09
POST INITIATED :	10	4.00	2.00	0.10
E.COMMUNICATIONS ACTIVITIES :	3	1.50	0.00	0.03
F.INVESTMENT ENQUIRIES				
FROM CANADA :	40	4.50	3.00	0.12
FROM TERRITORIES :	20	0.50	2.00	0.03
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 :		1.00	0.00	0.02
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	6	1.50	0.00	0.03
PROVINCES/MUNICIPALITIES :	2	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.00	0.00	0.08
LEAVE, PROFESSIONAL DEVELOP :		37.50	0.00	0.75
K.SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.00	0.01
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 52
FROM TERRIT : 90

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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