

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

90/10/03

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	586	9.80	11.66	0.84
FROM TERRITORIES :	230	2.00	10.00	0.40
B. VISITS TO CLIENTS IN TERRITORY :	231	14.00	11.00	1.03
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	4.20	10.00	0.51
MISSIONS :	4	4.20	11.66	0.56
CONFERENCE SEMINARS :	6	2.80	0.00	0.14
OTHER :	3	0.40	0.33	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.40	0.00	0.02
POST INITIATED :	5	1.80	0.00	0.09
E. COMMUNICATIONS ACTIVITIES :	8	2.00	0.00	0.10
F. INVESTMENT ENQUIRIES				
FROM CANADA :	48	1.40	0.66	0.09
FROM TERRITORIES :	35	1.80	1.00	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.66	0.02
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		4.20	1.00	0.24
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	0.40	0.00	0.02
OTHER DEPARTMENT :	6	3.20	3.33	0.26
PROVINCES/MUNICIPALITIES :	21	3.40	1.66	0.22
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		18.00	3.33	1.00
LEAVE, PROFESSIONAL DEVELOP :		4.40	0.33	0.23
K. SERVICE TO OTHER MISSION PROGRAMS :		1.60	0.00	0.08
L. TOURISM PROGRAM ACTIVITIES :		20.00	33.33	2.00
***** TOTALS *****		100.00	99.95	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 58
FROM TERRIT : 80

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 23

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 3