

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	362	8.33	25.66	1.02
FROM TERRITORIES :	135	8.33	6.66	0.45
B.VISITS TO CLIENTS IN TERRITORY :	146	7.00	16.00	0.69
C.EXPORT/TRADE/POLICY FAIRS :	5	8.00	2.33	0.31
PROJECTS AND EVENTS MISSIONS :	6	20.66	21.66	1.27
CONFERENCE SEMINARS :	7	1.33	1.00	0.07
OTHER :	7	1.33	0.00	0.04
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	10	1.66	0.66	0.07
POST INITIATED :	24	4.00	6.00	0.30
E.COMMUNICATIONS ACTIVITIES :	18	6.33	0.00	0.19
F.INVESTMENT ENQUIRIES FROM CANADA :	13	0.66	0.33	0.03
FROM TERRITORIES :	13	6.00	0.66	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	1.33	0.33	0.05
CONNECTIONS ARRANGED :	5	0.00	0.66	0.02
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.06
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.33	0.00	0.01
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	12	0.66	0.66	0.04
PROVINCES/MUNICIPALITIES :	18	0.33	4.66	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.66	7.00	0.71
LEAVE, PROFESSIONAL DEVELOP :		4.33	5.66	0.30
K.SERVICE TO OTHER MISSION PROGRAMS :		0.66	0.00	0.02
***** TOTALS *****		99.93	99.93	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 25
FROM TERRIT : 153

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 18

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