

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/03/25

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	243	17.00	20.00	0.54
FROM TERRITORIES :	186	10.00	15.00	0.35
B. VISITS TO CLIENTS IN TERRITORY :	124	7.00	25.00	0.39
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	17.50	30.00	0.65
MISSIONS :	15	7.50	0.00	0.15
CONFERENCE SEMINARS :	1	1.00	0.00	0.02
OTHER :	6	3.50	0.00	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	3.50	10.00	0.17
POST INITIATED :	11	8.50	0.00	0.17
E. COMMUNICATIONS ACTIVITIES :	3	2.00	0.00	0.04
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	5	1.00	0.00	0.02
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 :		2.50	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	7	4.00	0.00	0.08
PROVINCES/MUNICIPALITIES :	5	2.50	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		6.00	0.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		3.00	0.00	0.06
K. SERVICE TO OTHER MISSION PROGRAMS :		3.50	0.00	0.07
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 85
FROM TERRIT : 90

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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