

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	465	22.50	15.00	0.60
FROM CANADA	465	22.50	15.00	0.60
FROM TERRITORIES	394	12.50	10.00	0.35
B. VISITS TO CLIENTS IN TERRITORY	176	1.00	15.00	0.17
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	3	7.50	10.00	0.25
MISSIONS	3	8.00	5.00	0.21
CONFERENCE SEMINARS	0	0.00	0.00	0.00
OTHER	3	5.00	2.00	0.12
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	7	7.50	5.00	0.20
POST INITIATED	2	0.50	5.00	0.06
E. COMMUNICATIONS ACTIVITIES	2	0.50	10.00	0.11
F. INVESTMENT ENQUIRIES				
FROM CANADA	78	7.50	5.00	0.20
FROM TERRITORIES	31	2.50	5.00	0.10
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'T'N IN PROG-REL EVENTS OUTSIDE POST		1.00	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	4	1.00	1.00	0.03
HOST GOVERNMENT	11	5.00	5.00	0.15
OTHER DEPARTMENT	12	6.00	5.00	0.17
PROVINCES/MUNICIPALITIES	18	2.00	2.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		10.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	0
	FROM TERRIT	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	39
	FROM TERRIT	6
NUMBER OF PEMD APPLICATIONS COMMENTED ON		2
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	2
	-LOCALLY ENGAGED	1