

29/06/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : SAN JOSE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	310	20.00	16.00	0.56
FROM TERRITORIES :	425	20.50	15.00	0.56
B.VISITS TO CLIENTS IN TERRITORY :	270	19.50	16.00	0.55
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	6.00	24.00	0.36
MISSIONS :	3	7.00	10.00	0.24
CONFERENCE SEMINARS :	1	1.50	0.00	0.03
OTHER :	1	1.00	0.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.50	2.00	0.05
POST INITIATED :	2	1.00	2.00	0.04
E.COMMUNICATIONS ACTIVITIES :	2	1.00	0.00	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA :	45	8.00	3.00	0.19
FROM TERRITORIES :	21	1.00	2.00	0.04
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.00	3.00	0.05
HOST GOVERNMENT :	4	1.00	2.00	0.04
OTHER DEPARTMENT :	10	1.00	3.00	0.05
PROVINCES/MUNICIPALITIES :	4	1.00	2.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.50	0.00	0.11
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
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 :	10
	FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	80
	FROM TERRIT :	128
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	4
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	1