

18/02/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : SAN JOSE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	340	20.00	15.00	0.55
FROM TERRITORIES :	374	10.00	10.00	0.30
B. VISITS TO CLIENTS IN TERRITORY :	268	15.00	17.00	0.47
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	2.50	20.00	0.25
MISSIONS :	5	5.00	5.00	0.15
CONFERENCE SEMINARS :	4	5.00	0.00	0.10
OTHER :	7	2.00	0.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	3.00	3.00	0.09
POST INITIATED :	10	1.00	8.00	0.10
E. COMMUNICATIONS ACTIVITIES :	4	2.50	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	39	2.00	4.00	0.08
FROM TERRITORIES :	4	0.50	0.00	0.01
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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.50	3.00	0.04
HOST GOVERNMENT :	1	0.50	5.00	0.06
OTHER DEPARTMENT :	1	0.50	3.00	0.04
PROVINCES/MUNICIPALITIES :	3	1.00	2.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		2.50	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		22.50	0.00	0.45
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	5.00	0.13
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 :	0
	FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	0
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	1