

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : SAN FRANCISCO

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA :	379	7.33	29.00	1.09
	FROM TERRITORIES :	347	3.00	9.00	0.36
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	227	10.33	17.33	0.83
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS :	6	2.00	16.66	0.56
	MISSIONS :	3	1.00	5.00	0.18
	OTHER :	14	8.00	1.33	0.28
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	:	0	5.00	0.66	0.17
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA :	26	0.66	2.00	0.08
	FROM TERRITORIES :	28	5.33	0.66	0.18
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	:	12	3.33	0.33	0.11
	CONNECTIONS ARRANGED :	3	0.00	2.00	0.06
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	:	8	11.00	12.00	0.69
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	:	16	4.33	0.33	0.14
	FROM OTHER GOV'T SOURCES- CONTACTS :	46	5.66	1.33	0.21
	- REPORTS :	14	1.00	1.33	0.07
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN. :		23.33	0.00	0.70
	LEAVE, PROFESSIONAL DEVELOP :		7.66	1.00	0.26
J. SERVICE TO OTHER MISSION PROGRAMS	:		1.00	0.00	0.03
***** TOTALS *****			99.96	99.96	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 93
FROM TERRIT : 200

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 35

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