

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : SAN JOSE

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|---|--------|--------------------------|---------|--------------------------|
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 132 | 15.00 | 20.00 | 0.50 |
| FROM TERRITORIES : | 96 | 7.50 | 15.00 | 0.30 |
| B. VISITS TO CLIENTS IN TERRITORY : | 95 | 8.00 | 25.00 | 0.41 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 1 | 3.50 | 20.00 | 0.27 |
| MISSIONS : | 3 | 7.50 | 0.00 | 0.15 |
| CONFERENCE SEMINARS : | 3 | 3.50 | 0.00 | 0.07 |
| OTHER : | 0 | 0.00 | 0.00 | 0.00 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 5 | 3.50 | 10.00 | 0.17 |
| POST INITIATED : | 7 | 7.50 | 0.00 | 0.15 |
| E. COMMUNICATIONS ACTIVITIES : | 3 | 9.00 | 0.00 | 0.18 |
| F. INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 27 | 1.00 | 5.00 | 0.07 |
| FROM TERRITORIES : | 20 | 0.00 | 5.00 | 0.05 |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 0 | 0.00 | 0.00 | 0.00 |
| CONNECTIONS ARRANGED : | 4 | 0.50 | 0.00 | 0.01 |
| H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST : | | 10.00 | 0.00 | 0.20 |
| I. SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 1 | 0.50 | 0.00 | 0.01 |
| HOST GOVERNMENT : | 3 | 3.00 | 0.00 | 0.06 |
| OTHER DEPARTMENT : | 7 | 5.00 | 0.00 | 0.10 |
| PROVINCES/MUNICIPALITIES : | 4 | 1.50 | 0.00 | 0.03 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 8.50 | 0.00 | 0.17 |
| LEAVE, PROFESSIONAL DEVELOP : | | 0.00 | 0.00 | 0.00 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 5.00 | 0.00 | 0.10 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 3.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 38
FROM TERRIT : 21

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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