

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

87/12/23

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 187	18.33	25.00	1.05
FROM TERRITORIES	: 460	11.66	17.50	0.70
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 135	13.33	15.00	0.70
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 5	3.33	11.00	0.32
MISSIONS	: 3	2.66	10.00	0.28
OTHER	: 7	1.66	1.50	0.08
D. <del>COMMERCIAL &amp; ECONOMIC REPORTS COMPLETED</del>	: 5	<del>3.33</del>	<del>5.00</del>	<del>0.28</del>
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 0	0.00	0.00	0.00
FROM TERRITORIES	: 20	5.00	2.50	0.20
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 5	1.66	0.00	0.05
CONNECTIONS ARRANGED	: 3	5.00	0.00	0.15
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	: 4	10.00	1.50	0.33
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 6	5.00	0.50	0.16
FROM OTHER GOV'T SOURCES- CONTACTS	: 10	6.66	1.50	0.23
- REPORTS	: 4	3.33	0.00	0.10
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		8.33	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP		0.00	9.00	0.18
J. SERVICE TO OTHER MISSION PROGRAMS		3.33	5.00	0.20
***** TOTALS *****		99.94	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 50  
FROM TERRIT : 180

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 35

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 2