

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : SAN JOSE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	285	17.50	17.00	0.52
FROM TERRITORIES :	412	20.50	12.00	0.53
B. VISITS TO CLIENTS IN TERRITORY :	283	19.50	17.00	0.56
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	2.00	18.00	0.22
MISSIONS :	3	2.00	5.00	0.09
CONFERENCE SEMINARS :	3	6.50	0.00	0.13
OTHER :	5	6.50	3.00	0.16
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	4.00	3.00	0.11
POST INITIATED :	6	1.00	8.00	0.10
E. COMMUNICATIONS ACTIVITIES :	2	2.50	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	49	7.00	4.00	0.18
FROM TERRITORIES :	15	1.50	0.00	0.03
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. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	1.00	5.00	0.07
HOST GOVERNMENT :	3	1.50	3.00	0.06
OTHER DEPARTMENT :	17	1.50	3.00	0.06
PROVINCES/MUNICIPALITIES :	24	1.50	2.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		4.00	0.00	0.08
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
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