

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	132	10.00	12.50	0.35
FROM TERRITORIES :	205	10.00	10.00	0.30
B. VISITS TO CLIENTS IN TERRITORY :	128	5.00	12.50	0.30
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	10.00	7.50	0.25
MISSIONS :	1	10.00	7.50	0.25
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	5.00	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	10.00	2.50	0.15
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	49	10.00	10.00	0.30
FROM TERRITORIES :	20	5.00	5.00	0.15
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'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	20	5.00	5.00	0.15
HOST GOVERNMENT :	25	10.00	7.50	0.25
OTHER DEPARTMENT :	30	5.00	5.00	0.15
PROVINCES/MUNICIPALITIES :	20	10.00	10.00	0.30
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		0.00	0.00	0.00
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 :	6
	FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	160
	FROM TERRIT :	145
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		0
NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED :	1
	- LOCALLY ENGAGED :	2