

24/08/95

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	155	20.00	15.00	0.50
FROM TERRITORIES :	220	5.00	10.00	0.25
B.VISITS TO CLIENTS IN TERRITORY :	129	10.00	10.00	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	5.00	7.50	0.20
MISSIONS :	3	10.00	12.50	0.35
CONFERENCE SEMINARS :	1	10.00	2.50	0.15
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	4	5.00	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	61	10.00	10.00	0.30
FROM TERRITORIES :	35	5.00	7.50	0.20
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	15	5.00	7.50	0.20
HOST GOVERNMENT :	25	5.00	7.50	0.20
OTHER DEPARTMENT :	20	5.00	5.00	0.15
PROVINCES/MUNICIPALITIES :	15	5.00	5.00	0.15
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 : 5

FROM TERRIT : 4

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 190

FROM TERRIT : 140

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 0

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2