

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1156	14.25	21.66	1.22
FROM TERRITORIES :	497	13.25	11.66	0.88
B.VISITS TO CLIENTS IN TERRITORY :	78	11.25	9.66	0.74
C.EXPORT/TRADE/POLICY FAIRS :	2	3.50	10.00	0.44
PROJECTS AND EVENTS MISSIONS :	3	2.50	20.00	0.70
CONFERENCE SEMINARS :	10	5.50	8.66	0.48
OTHER :	44	4.00	0.00	0.16
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.00	3.33	0.10
POST INITIATED :	1	1.75	3.33	0.17
E.COMMUNICATIONS ACTIVITIES :	13	8.75	0.00	0.35
F.INVESTMENT ENQUIRIES FROM CANADA :	5	2.00	0.33	0.09
FROM TERRITORIES :	18	1.50	0.33	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.25	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		4.25	3.33	0.27
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	1.00	0.00	0.04
HOST GOVERNMENT :	1	0.25	0.00	0.01
OTHER DEPARTMENT :	6	3.75	1.66	0.20
PROVINCES/MUNICIPALITIES :	11	3.00	0.00	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	5.33	0.56
LEAVE, PROFESSIONAL DEVELOP :		6.00	0.66	0.26
K.SERVICE TO OTHER MISSION PROGRAMS :		3.25	0.00	0.13
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	84
FROM TERRIT :	172
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	38
FROM TERRIT :	57
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	26
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	4
-LOCALLY ENGAGED :	3