

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/01/18

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	334	11.50	20.66	0.85
FROM TERRITORIES :	183	12.50	8.33	0.50
B.VISITS TO CLIENTS IN TERRITORY :	173	3.50	15.33	0.53
C.EXPORT/TRADE/POLICY FAIRS :	3	0.00	9.66	0.29
PROJECTS AND EVENTS MISSIONS :	7	2.50	13.00	0.44
CONFERENCE SEMINARS :	5	3.50	1.00	0.10
OTHER :	2	2.00	0.33	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	7.00	0.66	0.16
POST INITIATED :	9	7.00	0.66	0.16
E.COMMUNICATIONS ACTIVITIES :	6	5.50	0.00	0.11
F.INVESTMENT ENQUIRIES FROM CANADA :	7	2.00	3.33	0.14
FROM TERRITORIES :	23	4.50	3.66	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	1.00	1.66	0.07
CONNECTIONS ARRANGED :	1	0.00	1.66	0.05
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	1.33	0.04
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	1.50	0.33	0.04
HOST GOVERNMENT :	3	1.00	0.00	0.02
OTHER DEPARTMENT :	3	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	13	1.00	4.00	0.14
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		22.00	8.00	0.68
LEAVE, PROFESSIONAL DEVELOP :		0.50	6.33	0.20
K.SERVICE TO OTHER MISSION PROGRAMS :		10.50	0.00	0.21
***** TOTALS *****		100.00	99.93	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 35
FROM TERRIT : 10

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 17

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