

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	294	10.50	11.33	0.76
FROM TERRITORIES :	615	12.00	16.66	0.98
B.VISITS TO CLIENTS IN TERRITORY :	190	8.75	6.33	0.54
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	5.25	9.00	0.48
MISSIONS :	5	3.00	11.00	0.45
CONFERENCE SEMINARS :	2	0.25	0.33	0.02
OTHER :	32	4.75	3.00	0.28
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	0.75	0.66	0.05
POST INITIATED :	18	0.75	2.33	0.10
E.COMMUNICATIONS ACTIVITIES :	4	0.00	1.33	0.04
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	2.50	0.00	0.10
FROM TERRITORIES :	6	0.00	0.66	0.02
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	1.25	0.33	0.06
CONNECTIONS ARRANGED :	1	0.00	0.33	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	7.00	0.41
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	7.00	0.21
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	5	0.75	0.00	0.03
PROVINCES/MUNICIPALITIES :	21	1.25	0.66	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		28.00	14.66	1.56
LEAVE, PROFESSIONAL DEVELOP :		14.50	7.33	0.80
K.SERVICE TO OTHER MISSION PROGRAMS :		0.75	0.00	0.03
***** TOTALS *****		100.00	99.94	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 24
FROM TERRIT : 35

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 52

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 3