

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : SAN JOSE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	188	22.50	15.00	0.60
FROM TERRITORIES	74	7.50	15.00	0.30
B. VISITS TO CLIENTS IN TERRITORY	62	15.00	15.00	0.45
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	7.50	50.00	0.65
MISSIONS	1	1.00	0.00	0.02
OTHER	1	0.00	1.00	0.01
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	2	9.00	0.00	0.18
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	10	1.00	3.00	0.05
FROM TERRITORIES	3	0.00	1.00	0.01
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	1	5.00	0.00	0.10
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	1	1.50	0.00	0.03
FROM OTHER GOV'T SOURCES- CONTACTS	9	5.00	0.00	0.10
- REPORTS	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		10.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP		5.00	0.00	0.10
J. SERVICE TO OTHER MISSION PROGRAMS		10.00	0.00	0.20
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 55
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 1