

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST	:	SAN JOSE				
			NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QT
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA :		327	20.50	12.00	0.53
	FROM TERRITORIES :		132	16.00	13.00	0.45
B. VISITS TO CLIENTS IN TERRITORY	:		115	11.00	14.00	0.36
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS :		0	0.00	0.00	0.00
	MISSIONS :		2	6.50	19.00	0.32
	CONFERENCE SEMINARS :		1	2.50	0.00	0.05
	OTHER :		0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED :		2	0.50	5.00	0.06
	POST INITIATED :		2	0.50	5.00	0.06
E. COMMUNICATIONS ACTIVITIES	:		2	2.50	0.00	0.05
F. INVESTMENT ENQUIRIES	FROM CANADA :		41	4.00	5.00	0.13
	FROM TERRITORIES :		29	2.00	5.00	0.09
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	:			1.00	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO :		2	0.50	2.00	0.03
	HOST GOVERNMENT :		2	6.00	5.00	0.17
	OTHER DEPARTMENT :		12	6.00	5.00	0.17
	PROVINCES/MUNICIPALITIES :		18	9.00	10.00	0.28
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:				3.00	0.00	0.06
	LEAVE, PROFESSIONAL DEVELOP :			8.50	0.00	0.17
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 :		1			
	FROM TERRIT :		0			
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :		39			
	FROM TERRIT :		27			
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:					5
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :					2
	-LOCALLY ENGAGED :					1