

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : SAN JOSE

	NUMBER	% OFFICER-TIME CANADA	LOD-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	113	20.00	7.00	0.47
FROM TERRITORIES	56	7.50	8.00	0.23
B. VISITS TO CLIENTS IN TERRITORY VISITS	38	10.00	10.00	0.30
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	3	2.50	15.00	0.20
MISSIONS	7	15.00	25.00	0.55
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	4	6.50	3.00	0.16
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	10	3.50	1.00	0.08
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'TN IN PROG-RELATED EVENTS IN CANADA	1	0.00	25.00	0.25
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	2	0.00	2.00	0.02
FROM OTHER GOV'T SOURCES- CONTACTS	7	5.00	0.00	0.10
- REPORTS	2	7.50	0.00	0.15
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		12.50	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP		7.50	0.00	0.15
J. SERVICE TO OTHER MISSION PROGRAMS		2.50	3.00	0.08
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 19
FROM TERRIT : 28

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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