

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	202	25.00	10.00	0.60
FROM TERRITORIES :	157	15.00	30.00	0.60
B.VISITS TO CLIENTS IN TERRITORY :	125	12.50	30.00	0.55
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	0.00	20.00	0.20
POST INITIATED :	2	2.50	5.00	0.10
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	12	2.50	2.00	0.07
FROM TERRITORIES :	17	1.50	3.00	0.06
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'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	4.00	0.00	0.08
OTHER DEPARTMENT :	7	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	5	2.50	0.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.50	0.00	0.29
LEAVE, PROFESSIONAL DEVELOP :		19.00	0.00	0.38
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 23
FROM TERRIT : 50

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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