

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	223	20.00	29.00	1.18
FROM TERRITORIES	420	11.66	7.50	0.50
B. VISITS TO CLIENTS IN TERRITORY VISITS	103	13.33	22.50	0.85
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	3	2.33	10.00	0.27
MISSIONS	1	2.33	1.50	0.10
OTHER	4	0.00	13.00	0.26
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	16	10.00	3.00	0.36
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	11	3.33	0.00	0.10
FROM TERRITORIES	49	15.00	1.00	0.47
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	5	1.66	0.00	0.05
CONNECTIONS ARRANGED	4	3.33	0.00	0.10
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	2	1.66	0.00	0.05
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	6	2.00	2.50	0.11
FROM OTHER GOV'T SOURCES- CONTACTS	20	1.66	1.00	0.07
- REPORTS	7	3.33	0.00	0.10
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		3.33	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP		1.66	9.00	0.23
J. SERVICE TO OTHER MISSION PROGRAMS		3.33	0.00	0.10
***** TOTALS *****		99.94	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 99  
FROM TERRIT : 244

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 27

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 2