

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : SAN JOSE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	130	20.00	8.00	0.48
FROM TERRITORIES :	80	10.00	5.00	0.25
B. VISITS TO CLIENTS IN TERRITORY : VISITS :	17	11.00	5.00	0.27
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	2	2.50	30.00	0.35
MISSIONS :	3	9.00	25.00	0.43
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	1	2.50	2.00	0.07
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	7	1.00	2.00	0.04
FROM TERRITORIES :	7	0.00	3.00	0.03
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. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	1	0.00	18.00	0.18
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	1	1.50	0.00	0.03
FROM OTHER GOV'T SOURCES- CONTACTS :	5	5.00	0.00	0.10
- REPORTS :	1	2.50	0.00	0.05
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		12.50	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP :		15.00	0.00	0.30
J. SERVICE TO OTHER MISSION PROGRAMS :		7.50	2.00	0.17
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 37
FROM TERRIT : 40

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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