

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	137	20.00	15.00	0.55
FROM TERRITORIES :	139	10.00	15.00	0.35
B.VISITS TO CLIENTS IN TERRITORY :	105	15.00	20.00	0.50
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	5.00	25.00	0.35
MISSIONS :	2	2.50	0.00	0.05
CONFERENCE SEMINARS :	1	1.00	0.00	0.02
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	3.00	5.00	0.11
POST INITIATED :	9	11.50	0.00	0.23
E.COMMUNICATIONS ACTIVITIES :	1	2.00	0.00	0.04
F.INVESTMENT ENQUIRIES				
FROM CANADA :	64	7.50	15.00	0.30
FROM TERRITORIES :	20	0.00	5.00	0.05
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	0.50	0.00	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.04
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.50	0.00	0.01
OTHER DEPARTMENT :	2	0.50	0.00	0.01
PROVINCES/MUNICIPALITIES :	2	1.50	0.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	0.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		7.50	0.00	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.06
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 61  
FROM TERRIT : 70

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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