

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	620	10.75	11.66	0.78
FROM TERRITORIES :	630	11.25	11.66	0.80
B.VISITS TO CLIENTS IN TERRITORY :	236	21.25	9.33	1.13
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	16.66	0.50
MISSIONS :	3	0.00	12.66	0.38
CONFERENCE SEMINARS :	1	0.00	0.33	0.01
OTHER :	19	11.00	7.66	0.67
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.25	0.33	0.02
POST INITIATED :	10	1.50	0.00	0.06
E.COMMUNICATIONS ACTIVITIES :	45	4.50	0.00	0.18
F.INVESTMENT ENQUIRIES				
FROM CANADA :	9	1.00	1.00	0.07
FROM TERRITORIES :	19	0.75	1.66	0.08
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	12	0.75	1.33	0.07
CONNECTIONS ARRANGED :	3	0.50	0.33	0.03
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		6.25	1.00	0.28
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.25	0.00	0.01
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	11	1.25	1.00	0.08
PROVINCES/MUNICIPALITIES :	23	2.25	1.66	0.14
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		24.50	10.66	1.30
LEAVE, PROFESSIONAL DEVELOP :		0.50	11.00	0.35
K.SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.00	0.06
***** TOTALS *****		100.00	99.93	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 46
FROM TERRIT : 20

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 34

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 3