

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	912	7.75	23.33	1.01
FROM TERRITORIES :	702	8.00	11.66	0.67
B. VISITS TO CLIENTS IN TERRITORY :	195	15.00	13.33	1.00
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	2.75	18.33	0.66
MISSIONS :	2	2.75	3.33	0.21
CONFERENCE SEMINARS :	14	2.75	2.33	0.18
OTHER :	43	3.75	0.00	0.15
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	2.50	0.00	0.10
POST INITIATED :	15	2.75	1.66	0.16
E. COMMUNICATIONS ACTIVITIES :	14	18.00	1.66	0.77
F. INVESTMENT ENQUIRIES				
FROM CANADA :	64	1.50	0.66	0.08
FROM TERRITORIES :	36	2.25	2.00	0.15
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.75	0.33	0.04
CONNECTIONS ARRANGED :	1	0.00	0.33	0.01
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	7.00	0.31
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.00	1.66	0.05
HOST GOVERNMENT :	19	1.00	0.00	0.04
OTHER DEPARTMENT :	48	2.25	1.66	0.14
PROVINCES/MUNICIPALITIES :	32	1.75	1.66	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.25	7.66	0.88
LEAVE, PROFESSIONAL DEVELOP :		1.50	1.33	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		3.50	0.00	0.14
L. TOURISM PROGRAM ACTIVITIES :		0.75	0.00	0.03
***** TOTALS *****		100.00	99.92	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	61
	FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	81
	FROM TERRIT :	131
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	3