

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	327	10.33	17.66	0.84
FROM TERRITORIES :	221	10.66	15.00	0.77
B.VISITS TO CLIENTS IN TERRITORY :	171	7.66	21.00	0.86
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	0.66	12.33	0.39
MISSIONS :	10	13.33	8.33	0.65
CONFERENCE SEMINARS :	4	1.66	0.00	0.05
OTHER :	13	9.00	0.33	0.28
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.33	0.00	0.01
POST INITIATED :	10	1.66	2.66	0.13
E.COMMUNICATIONS ACTIVITIES :	1	0.00	0.33	0.01
F.INVESTMENT ENQUIRIES				
FROM CANADA :	14	4.00	1.00	0.15
FROM TERRITORIES :	15	2.00	1.66	0.11
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	0.00	1.33	0.04
CONNECTIONS ARRANGED :	3	0.00	0.33	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.66	1.00	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.33	0.00	0.01
HOST GOVERNMENT :	1	0.33	0.00	0.01
OTHER DEPARTMENT :	9	0.66	0.66	0.04
PROVINCES/MUNICIPALITIES :	14	2.00	1.00	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		28.00	11.00	1.17
LEAVE, PROFESSIONAL DEVELOP :		2.66	4.33	0.21
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.09
***** TOTALS *****		99.93	99.95	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 10
FROM TERRIT : 10

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 24

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