

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	410	20.00	10.00	0.50
FROM TERRITORIES :	203	15.50	10.00	0.41
B. VISITS TO CLIENTS IN TERRITORY :	180	12.50	20.00	0.45
C. EXPORT/TRADE/POLICY FAIRS :	1	7.50	30.00	0.45
PROJECTS AND EVENTS MISSIONS :	1	9.00	5.00	0.23
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.50	5.00	0.06
POST INITIATED :	2	0.50	5.00	0.06
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	74	9.50	5.00	0.24
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	1.00	3.00	0.05
HOST GOVERNMENT :	5	1.50	2.00	0.05
OTHER DEPARTMENT :	25	7.50	3.00	0.18
PROVINCES/MUNICIPALITIES :	12	3.50	2.00	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	0.00	0.18
LEAVE, PROFESSIONAL DEVELOP :		2.50	0.00	0.05
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	37
FROM TERRIT :	110
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	24
FROM TERRIT :	95

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	6
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	1