

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	343	30.00	25.00	0.85
FROM TERRITORIES :	142	12.50	20.00	0.45
B.VISITS TO CLIENTS IN TERRITORY :	122	12.50	20.00	0.45
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	0.00	15.00	0.15
MISSIONS :	1	3.00	0.00	0.06
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	3.50	0.00	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	2.50	0.00	0.05
POST INITIATED :	1	2.50	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	17	2.50	5.00	0.10
FROM TERRITORIES :	25	0.00	5.00	0.05
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	10.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	5	3.50	0.00	0.07
PROVINCES/MUNICIPALITIES :	2	1.50	0.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.50	0.00	0.27
LEAVE, PROFESSIONAL DEVELOP :		5.00	0.00	0.10
K.SERVICE TO OTHER MISSION PROGRAMS :		7.50	0.00	0.15
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 34
FROM TERRIT : 45

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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