

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	876	7.75	28.33	1.16
FROM TERRITORIES :	495	14.25	11.66	0.92
B. VISITS TO CLIENTS IN TERRITORY :	80	18.00	5.66	0.89
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	11	0.00	18.66	0.56
MISSIONS :	5	4.50	8.33	0.43
CONFERENCE SEMINARS :	6	2.00	3.33	0.18
OTHER :	36	3.00	0.00	0.12
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.50	0.00	0.02
POST INITIATED :	4	1.50	0.00	0.06
E. COMMUNICATIONS ACTIVITIES :	11	9.75	1.66	0.44
F. INVESTMENT ENQUIRIES				
FROM CANADA :	7	1.25	0.00	0.05
FROM TERRITORIES :	4	5.25	0.33	0.22
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.25	1.00	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		8.25	1.66	0.38
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.66	0.02
HOST GOVERNMENT :	0	0.25	0.33	0.02
OTHER DEPARTMENT :	5	1.50	1.33	0.10
PROVINCES/MUNICIPALITIES :	7	2.50	10.00	0.40
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		15.00	5.33	0.76
LEAVE, PROFESSIONAL DEVELOP :		2.50	1.66	0.15
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.08
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.93	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	124
	FROM TERRIT :	51
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	35
	FROM TERRIT :	89

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	17
NUMBER OF OCCUPIED OFFICER POSITIONS		
-CANADA BASED	:	4
-LOCALLY ENGAGED	:	3