

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1008	9.40	21.00	1.10
FROM TERRITORIES :	1116	6.20	10.00	0.61
B. VISITS TO CLIENTS IN TERRITORY :	211	17.60	10.66	1.20
C. EXPORT/TRADE/POLICY FAIRS :	0	4.20	25.00	0.96
PROJECTS AND EVENTS MISSIONS :	2	2.80	13.33	0.54
CONFERENCE SEMINARS :	8	6.20	5.00	0.46
OTHER :	12	2.80	0.00	0.14
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.80	0.00	0.04
POST INITIATED :	20	6.60	2.66	0.41
E. COMMUNICATIONS ACTIVITIES :	5	5.00	0.00	0.25
F. INVESTMENT ENQUIRIES FROM CANADA :	3	1.00	0.00	0.05
FROM TERRITORIES :	7	2.00	0.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	1.00	0.00	0.05
CONNECTIONS ARRANGED :	0	0.60	0.00	0.03
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		6.60	6.00	0.51
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	2.00	0.00	0.10
OTHER DEPARTMENT :	0	5.20	0.00	0.26
PROVINCES/MUNICIPALITIES :	0	4.60	1.66	0.28
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.40	4.66	0.66
LEAVE, PROFESSIONAL DEVELOP :		1.80	0.00	0.09
K. SERVICE TO OTHER MISSION PROGRAMS :		3.20	0.00	0.16
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.97	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	126
FROM TERRIT :	285
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	27
FROM TERRIT :	236

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 19

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	3