

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	431	8.80	17.50	1.14
FROM TERRITORIES :	302	11.20	4.25	0.73
B.VISITS TO CLIENTS IN TERRITORY :	231	11.60	8.75	0.93
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	0.60	11.25	0.48
MISSIONS :	2	0.60	10.00	0.43
CONFERENCE SEMINARS :	5	2.00	0.75	0.13
OTHER :	2	1.00	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	9	3.20	1.25	0.21
F.INVESTMENT ENQUIRIES FROM CANADA :	4	0.40	0.50	0.04
FROM TERRITORIES :	17	3.80	0.25	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	1.00	0.00	0.05
HOST GOVERNMENT :	5	1.20	0.00	0.06
OTHER DEPARTMENT :	6	0.40	1.00	0.06
PROVINCES/MUNICIPALITIES :	21	3.80	3.25	0.32
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		23.80	9.50	1.57
LEAVE, PROFESSIONAL DEVELOP :		4.60	6.75	0.50
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		20.00	25.00	2.00
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0  
FROM TERRIT : 50

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 26

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5  
- LOCALLY-ENGAGED : 4