

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	543	5.80	22.25	1.18
FROM TERRITORIES :	353	6.40	10.75	0.75
B. VISITS TO CLIENTS IN TERRITORY :	34	13.00	17.50	1.35
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	2.00	0.00	0.10
MISSIONS :	4	2.80	4.50	0.32
CONFERENCE SEMINARS :	3	1.20	0.00	0.06
OTHER :	6	1.40	1.25	0.12
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.20	0.00	0.01
POST INITIATED :	13	2.80	0.00	0.14
E. COMMUNICATIONS ACTIVITIES :	3	0.60	1.50	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.60	0.00	0.03
FROM TERRITORIES :	12	0.80	0.00	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.40	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		6.00	1.25	0.35
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.80	1.50	0.10
HOST GOVERNMENT :	2	0.40	0.00	0.02
OTHER DEPARTMENT :	4	2.20	0.25	0.12
PROVINCES/MUNICIPALITIES :	25	7.00	3.00	0.47
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		23.80	8.75	1.54
LEAVE, PROFESSIONAL DEVELOP :		1.40	2.50	0.17
K. SERVICE TO OTHER MISSION PROGRAMS :		0.40	0.00	0.02
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 : 55

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 40

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5

- LOCALLY-ENGAGED : 4