

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	450	22.50	17.00	0.62
FROM TERRITORIES :	222	12.50	13.00	0.38
B.VISITS TO CLIENTS IN TERRITORY :	200	8.50	15.00	0.32
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	7.50	10.00	0.25
MISSIONS :	3	8.00	7.00	0.23
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	7	3.50	2.00	0.09
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	7.50	5.00	0.20
POST INITIATED :	5	1.00	5.00	0.07
E.COMMUNICATIONS ACTIVITIES :	25	2.50	5.00	0.10
F.INVESTMENT ENQUIRIES				
FROM CANADA :	35	6.00	7.00	0.19
FROM TERRITORIES :	28	3.00	5.00	0.11
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 :		5.00	0.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.50	4.00	0.07
HOST GOVERNMENT :	15	2.50	5.00	0.10
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		3.50	0.00	0.07
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	4
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	85
	FROM TERRIT :	72

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	4
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	1