

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	573	7.75	19.66	0.90
FROM TERRITORIES :	449	10.00	11.00	0.73
B. VISITS TO CLIENTS IN TERRITORY :	286	15.50	17.66	1.15
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	5.25	13.00	0.60
MISSIONS :	5	7.50	16.66	0.80
CONFERENCE SEMINARS :	9	6.25	0.00	0.25
OTHER :	7	1.00	0.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.50	0.00	0.06
POST INITIATED :	9	3.25	0.00	0.13
E. COMMUNICATIONS ACTIVITIES :	6	4.25	0.00	0.17
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	0.50	0.66	0.04
FROM TERRITORIES :	13	0.50	1.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.50	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		14.00	3.33	0.66
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	0.75	0.00	0.03
HOST GOVERNMENT :	6	0.75	0.66	0.05
OTHER DEPARTMENT :	8	0.25	4.33	0.14
PROVINCES/MUNICIPALITIES :	30	3.00	2.33	0.19
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		13.75	9.00	0.82
LEAVE, PROFESSIONAL DEVELOP :		2.00	0.66	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		1.25	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES :		0.50	0.00	0.02
***** TOTALS *****		100.00	99.95	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	83
	FROM TERRIT :	46
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	15
	FROM TERRIT :	4
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	28
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	3