

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

89/10/05

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	678	13.66	33.00	1.40
FROM TERRITORIES :	546	11.66	19.33	0.93
B. VISITS TO CLIENTS IN TERRITORY :	155	6.00	6.33	0.37
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	11.66	8.33	0.60
MISSIONS :	5	3.33	2.00	0.16
CONFERENCE SEMINARS :	4	1.00	0.66	0.05
OTHER :	15	11.33	2.66	0.42
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	9	3.33	0.66	0.12
E. COMMUNICATIONS ACTIVITIES :	3	1.00	2.33	0.10
F. INVESTMENT ENQUIRIES				
FROM CANADA :	7	1.00	0.33	0.04
FROM TERRITORIES :	19	1.66	1.33	0.09
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	29	2.00	2.66	0.14
CONNECTIONS ARRANGED :	4	0.66	1.33	0.06
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.66	2.33	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.33	0.33	0.02
HOST GOVERNMENT :	6	0.33	0.33	0.02
OTHER DEPARTMENT :	8	2.00	0.66	0.08
PROVINCES/MUNICIPALITIES :	12	0.66	0.66	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		22.33	6.33	0.86
LEAVE, PROFESSIONAL DEVELOP :		1.66	6.66	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		1.66	1.66	0.10
***** TOTALS *****		99.92	99.91	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 25  
FROM TERRIT : 40

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 35

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