

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	616	7.00	18.75	1.10
FROM TERRITORIES :	355	8.20	7.50	0.71
B. VISITS TO CLIENTS IN TERRITORY :	213	6.40	8.75	0.67
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	1.40	4.50	0.25
MISSIONS :	3	0.20	9.75	0.40
CONFERENCE SEMINARS :	3	1.80	0.00	0.09
OTHER :	3	1.80	3.00	0.21
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	0.40	1.25	0.07
POST INITIATED :	4	0.20	0.25	0.02
E. COMMUNICATIONS ACTIVITIES :	5	1.20	2.50	0.16
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	0.60	1.25	0.08
FROM TERRITORIES :	27	0.80	0.00	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.60	0.00	0.03
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		12.20	9.75	1.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	0.60	0.00	0.03
HOST GOVERNMENT :	7	0.80	0.25	0.05
OTHER DEPARTMENT :	2	0.20	0.50	0.03
PROVINCES/MUNICIPALITIES :	24	3.60	1.00	0.22
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		20.60	4.00	1.19
LEAVE, PROFESSIONAL DEVELOP :		9.60	2.00	0.56
K. SERVICE TO OTHER MISSION PROGRAMS :		1.80	0.00	0.09
L. TOURISM PROGRAM ACTIVITIES :		20.00	25.00	2.00
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 37  
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 24

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