

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	290	17.50	10.00	0.45
FROM TERRITORIES :	348	22.50	20.00	0.65
B.VISITS TO CLIENTS IN TERRITORY :	201	15.00	15.00	0.45
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	4	7.50	10.00	0.25
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	7.50	10.00	0.25
POST INITIATED :	5	4.00	2.00	0.10
E.COMMUNICATIONS ACTIVITIES :	2	1.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	74	5.00	6.00	0.16
FROM TERRITORIES :	30	4.00	0.00	0.08
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	12	5.00	5.00	0.15
HOST GOVERNMENT :	11	3.50	5.00	0.12
OTHER DEPARTMENT :	32	2.50	10.00	0.15
PROVINCES/MUNICIPALITIES :	40	5.00	7.00	0.17
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
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 :	135
FROM TERRIT :	135
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	0
FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	1