

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	225	18.00	20.00	0.56
FROM TERRITORIES :	143	12.00	15.00	0.39
B.VISITS TO CLIENTS IN TERRITORY :	137	12.00	20.00	0.44
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	10.00	30.00	0.50
MISSIONS :	7	7.00	0.00	0.14
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	9	2.50	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	4.00	8.00	0.16
POST INITIATED :	15	5.50	2.00	0.13
E.COMMUNICATIONS ACTIVITIES :	2	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	33	3.50	5.00	0.12
FROM TERRITORIES :	5	1.00	0.00	0.02
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 :		10.00	0.00	0.20
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	15	4.00	0.00	0.08
PROVINCES/MUNICIPALITIES :	8	1.00	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.50	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		6.00	0.00	0.12
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 79  
FROM TERRIT : 90

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 1