

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : SAN JOSE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	300	20.00	25.00	0.70
FROM TERRITORIES :	375	15.00	22.50	0.60
B.VISITS TO CLIENTS IN TERRITORY :	217	10.00	15.00	0.40
C.EXPORT/TRADE/POLICY FAIRS :	2	0.00	7.50	0.15
PROJECTS AND EVENTS MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	3	0.00	1.00	0.02
OTHER :	8	2.00	1.50	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	7	10.00	5.00	0.20
E.COMMUNICATIONS ACTIVITIES :	2	1.00	0.00	0.01
F.INVESTMENT ENQUIRIES FROM CANADA :	48	10.00	7.50	0.25
FROM TERRITORIES :	32	2.00	5.00	0.12
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.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	12	0.00	2.50	0.05
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	12	5.00	2.50	0.10
PROVINCES/MUNICIPALITIES :	21	5.00	5.00	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
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 :	5
FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	125
FROM TERRIT :	95
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	4
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2