

25/05/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : SAN FRANCISCO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	491	11.25	17.66	0.98
FROM TERRITORIES :	379	10.50	7.00	0.63
B.VISITS TO CLIENTS IN TERRITORY :	258	10.00	11.00	0.73
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	1.75	28.33	0.92
MISSIONS :	1	1.25	5.00	0.20
CONFERENCE SEMINARS :	3	6.00	0.00	0.24
OTHER :	3	0.50	1.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.00	1.00	0.03
POST INITIATED :	3	1.50	0.66	0.08
E.COMMUNICATIONS ACTIVITIES :	5	4.25	0.00	0.17
F.INVESTMENT ENQUIRIES				
FROM CANADA :	8	2.75	2.33	0.18
FROM TERRITORIES :	18	2.75	1.33	0.15
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 :		3.00	3.33	0.22
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	1.66	0.05
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	15	2.50	5.00	0.25
PROVINCES/MUNICIPALITIES :	30	3.25	5.33	0.29
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.50	6.66	0.62
LEAVE, PROFESSIONAL DEVELOP :		26.25	2.66	1.13
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.08
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	98
	FROM TERRIT :	50
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	180
	FROM TERRIT :	208

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	44
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	3