

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 : LOS ANGELES

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA : 1597	9.00	12.88	1.61
	FROM TERRITORIES : 765	6.00	10.88	1.28
B. VISITS TO CLIENTS IN TERRITORY	: 290	13.00	11.22	1.66
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS : 22	3.00	2.55	0.38
	MISSIONS : 3	2.00	0.88	0.18
	CONFERENCE SEMINARS : 16	4.40	1.11	0.32
	OTHER : 2	0.00	0.33	0.03
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED : 9	1.00	2.22	0.25
	POST INITIATED : 61	4.00	5.33	0.68
E. COMMUNICATIONS ACTIVITIES	: 3	3.20	0.66	0.22
F. INVESTMENT ENQUIRIES	FROM CANADA : 48	2.00	1.66	0.25
	FROM TERRITORIES : 317	2.40	1.11	0.22
G. TECHNOLOGY INFLOW PROGRAM ENQR'S	FRM CANADA : 10	1.00	0.22	0.07
	CONNECTIONS ARRANGED : 1	2.00	0.55	0.15
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST	:	0.00	2.00	0.18
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO : 14	2.40	0.77	0.19
	HOST GOVERNMENT : 9	4.00	1.33	0.32
	OTHER DEPARTMENT : 12	2.20	1.11	0.21
	PROVINCES/MUNICIPALITIES : 33	2.60	2.22	0.33
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	4.55	0.86
	LEAVE, PROFESSIONAL DEVELOP :	1.80	2.22	0.29
K. SERVICE TO OTHER MISSION PROGRAMS	:	5.00	0.77	0.32
L. TOURISM PROGRAM ACTIVITIES	:	20.00	33.33	4.00
***** TOTALS *****		100.00	99.90	14.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 328
FROM TERRIT : 362

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 84

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 9