

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1314	7.50	22.33	1.64
FROM TERRITORIES :	891	7.50	15.16	1.21
B. VISITS TO CLIENTS IN TERRITORY :	321	3.75	13.16	0.94
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	21	6.25	10.16	0.86
MISSIONS :	5	6.25	4.33	0.51
CONFERENCE SEMINARS :	9	3.75	1.00	0.21
OTHER :	3	2.50	0.66	0.14
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	36	6.25	3.16	0.44
POST INITIATED :	64	5.00	6.00	0.56
E. COMMUNICATIONS ACTIVITIES :	8	1.25	0.66	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	73	2.50	0.33	0.12
FROM TERRITORIES :	139	6.25	1.83	0.36
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	5.00	0.50	0.23
CONNECTIONS ARRANGED :	157	7.50	1.33	0.38
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.75	3.00	0.25
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	2.50	0.00	0.10
HOST GOVERNMENT :	7	3.75	0.66	0.19
OTHER DEPARTMENT :	14	3.75	2.33	0.29
PROVINCES/MUNICIPALITIES :	24	1.25	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	6.83	1.01
LEAVE, PROFESSIONAL DEVELOP :		0.75	6.50	0.42
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	99.93	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 74

FROM TERRIT : 83

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 60

FROM TERRIT : 42

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 81

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 4

-LOCALLY ENGAGED : 6