

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	436	10.00	13.33	0.50
FROM TERRITORIES :	292	11.00	8.66	0.37
B. VISITS TO CLIENTS IN TERRITORY :	93	8.00	16.66	0.58
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	2	4.00	0.00	0.04
CONFERENCE SEMINARS :	23	9.00	19.33	0.67
OTHER :	11	0.00	5.66	0.17
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	9.00	0.66	0.11
POST INITIATED :	7	2.00	1.00	0.05
E. COMMUNICATIONS ACTIVITIES :	55	7.00	13.00	0.46
F. INVESTMENT ENQUIRIES				
FROM CANADA :	1	1.00	0.00	0.01
FROM TERRITORIES :	1	1.00	0.00	0.01
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 :		2.00	4.00	0.14
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	4.00	0.00	0.04
HOST GOVERNMENT :	3	0.00	2.00	0.06
OTHER DEPARTMENT :	8	3.00	1.66	0.08
PROVINCES/MUNICIPALITIES :	30	8.00	0.66	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		19.00	13.33	0.59
LEAVE, PROFESSIONAL DEVELOP :		1.00	0.00	0.01
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.01
***** TOTALS *****		100.00	99.95	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 180  
FROM TERRIT : 196

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1  
- LOCALLY-ENGAGED : 3