

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 1352	13.50	22.28	2.10
FROM TERRITORIES	: 986	12.00	14.00	1.46
B. VISITS TO CLIENTS IN TERRITORY	: 111	7.50	5.42	0.68
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 13	6.75	11.85	1.10
MISSIONS	: 9	0.75	3.85	0.30
CONFERENCE SEMINARS	: 21	7.25	3.57	0.54
OTHER	: 50	3.00	1.28	0.21
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 22	2.25	0.85	0.15
POST INITIATED	: 76	6.25	5.42	0.63
E. COMMUNICATIONS ACTIVITIES	: 17	3.00	0.42	0.15
F. INVESTMENT ENQUIRIES FROM CANADA	: 74	2.25	1.28	0.18
FROM TERRITORIES	: 281	6.75	4.14	0.56
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 21	3.75	0.14	0.16
CONNECTIONS ARRANGED	: 4	0.00	0.14	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 1	1.00	5.00	0.39
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 42	0.75	0.85	0.09
HOST GOVERNMENT	: 8	1.25	0.42	0.08
OTHER DEPARTMENT	: 7	1.50	0.28	0.08
PROVINCES/MUNICIPALITIES	: 61	3.00	2.14	0.27
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 17.50	8.85	1.32	
LEAVE, PROFESSIONAL DEVELOP	: 0.00	7.71	0.54	
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	99.89	11.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 119
	FROM TERRIT	: 74
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 502
	FROM TERRIT	: 260
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 48
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 4
	-LOCALLY ENGAGED	: 7