

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
POST : LOS ANGELES				
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	874	10.25	17.42	1.63
FROM TERRITORIES	1192	9.00	13.71	1.32
B. VISITS TO CLIENTS IN TERRITORY	232	7.25	13.57	1.24
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	18	6.75	4.71	0.60
MISSIONS	7	1.25	8.85	0.67
CONFERENCE SEMINARS	22	7.25	3.85	0.56
OTHER	32	2.50	1.14	0.18
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	14	4.25	1.57	0.28
POST INITIATED	35	5.00	3.14	0.42
E. COMMUNICATIONS ACTIVITIES	25	6.25	1.85	0.38
F. INVESTMENT ENQUIRIES				
FROM CANADA	59	2.25	1.57	0.20
FROM TERRITORIES	172	4.75	2.57	0.37
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	33	3.75	1.71	0.27
CONNECTIONS ARRANGED	11	0.00	1.42	0.10
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		6.25	4.85	0.59
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	19	1.75	0.14	0.08
HOST GOVERNMENT	3	1.50	0.00	0.06
OTHER DEPARTMENT	9	1.00	1.28	0.13
PROVINCES/MUNICIPALITIES	38	2.25	2.28	0.25
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		15.00	8.85	1.22
LEAVE, PROFESSIONAL DEVELOP		1.00	4.42	0.35
K. SERVICE TO OTHER MISSION PROGRAMS		0.75	1.00	0.10
L. TOURISM PROGRAM ACTIVITIES		0.00	0.00	0.00
***** TOTALS *****		100.00	99.90	11.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	107
	FROM TERRIT	89
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	642
	FROM TERRIT	128
NUMBER OF PEMD APPLICATIONS COMMENTED ON		37
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	4
	-LOCALLY ENGAGED	7