

21/02/95

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1520	10.00	20.00	2.40
FROM TERRITORIES :	748	8.33	15.00	1.85
B.VISITS TO CLIENTS IN TERRITORY :	362	8.33	10.00	1.40
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	1.66	7.77	0.80
MISSIONS :	3	7.50	3.33	0.75
CONFERENCE SEMINARS :	2	7.50	4.44	0.85
OTHER :	1	0.00	1.11	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.00	1.11	0.10
POST INITIATED :	14	3.33	4.44	0.60
E.COMMUNICATIONS ACTIVITIES :	58	3.33	1.11	0.30
F.INVESTMENT ENQUIRIES				
FROM CANADA :	20	1.66	2.22	0.30
FROM TERRITORIES :	60	1.66	3.33	0.40
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.00	3.33	0.30
CONNECTIONS ARRANGED :	4	0.00	2.22	0.20
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.83	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	10	0.83	0.55	0.10
OTHER DEPARTMENT :	12	0.83	2.22	0.25
PROVINCES/MUNICIPALITIES :	30	0.83	4.44	0.45
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		26.66	1.11	1.70
LEAVE, PROFESSIONAL DEVELOP :		10.00	11.11	1.60
K.SERVICE TO OTHER MISSION PROGRAMS :		6.66	1.11	0.50
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	99.95	15.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	82
	FROM TERRIT :	58
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	74
	FROM TERRIT :	120

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	34
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	6
	-LOCALLY ENGAGED :	9