

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 952	13.33	18.88	2.50
FROM TERRITORIES	: 1020	13.33	13.88	2.05
B.VISITS TO CLIENTS IN TERRITORY	: 430	10.00	10.00	1.50
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 5	5.00	7.77	1.00
MISSIONS	: 1	0.00	2.22	0.20
CONFERENCE SEMINARS	: 6	5.00	7.77	1.00
OTHER	: 2	0.00	2.22	0.20
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 6	1.66	2.22	0.30
POST INITIATED	: 28	3.33	3.33	0.50
E.COMMUNICATIONS ACTIVITIES	: 13	3.33	0.55	0.25
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 18	1.66	1.11	0.20
FROM TERRITORIES	: 43	4.16	2.22	0.45
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 3	0.00	1.11	0.10
CONNECTIONS ARRANGED	: 1	0.00	1.11	0.10
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 2.50	4.44	0.55	
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 5	1.66	1.11	0.20
HOST GOVERNMENT	: 3	0.83	0.55	0.10
OTHER DEPARTMENT	: 7	0.83	1.11	0.15
PROVINCES/MUNICIPALITIES	: 26	1.66	3.33	0.40
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	0.55	1.25
LEAVE, PROFESSIONAL DEVELOP	: 5.00	14.44	1.60	
K.SERVICE TO OTHER MISSION PROGRAMS	: 6.66	0.00	0.40	
L.TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	
***** TOTALS *****		99.94	99.92	15.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 43

FROM TERRIT : 16

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 346

FROM TERRIT : 178

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 52

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 6

-LOCALLY ENGAGED : 9