

22/08/94

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1993

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1402	9.83	21.00	2.48
FROM TERRITORIES :	1502	8.00	19.11	2.20
B. VISITS TO CLIENTS IN TERRITORY :	271	10.16	10.33	1.54
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	40	2.83	7.88	0.88
MISSIONS :	10	2.16	4.00	0.49
CONFERENCE SEMINARS :	32	4.00	2.55	0.47
OTHER :	64	2.66	3.11	0.44
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	1.33	1.00	0.17
POST INITIATED :	34	4.83	4.77	0.72
E. COMMUNICATIONS ACTIVITIES :	15	5.83	1.44	0.48
F. INVESTMENT ENQUIRIES				
FROM CANADA :	19	2.00	0.66	0.18
FROM TERRITORIES :	18	1.00	1.00	0.15
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	18	1.66	1.44	0.23
CONNECTIONS ARRANGED :	9	0.00	1.55	0.14
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.33	2.88	0.28
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.33	0.11	0.03
HOST GOVERNMENT :	6	1.16	0.55	0.12
OTHER DEPARTMENT :	10	5.16	2.11	0.50
PROVINCES/MUNICIPALITIES :	23	1.33	3.11	0.36
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.33	9.00	2.09
LEAVE, PROFESSIONAL DEVELOP :		8.16	2.11	0.68
K. SERVICE TO OTHER MISSION PROGRAMS :		5.83	0.22	0.37
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.92	99.93	15.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	15
	FROM TERRIT :	6
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	0
	FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		0
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	6
	-LOCALLY ENGAGED :	9