

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	741	10.00	18.88	2.30
FROM TERRITORIES :	782	13.33	13.33	2.00
B.VISITS TO CLIENTS IN TERRITORY :	270	13.33	11.11	1.80
C.EXPORT/TRADE/POLICY FAIRS :	8	3.33	10.00	1.10
PROJECTS AND EVENTS MISSIONS :	5	1.66	10.00	1.00
CONFERENCE SEMINARS :	7	4.16	9.44	1.10
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.66	2.22	0.30
POST INITIATED :	13	3.33	4.44	0.60
E.COMMUNICATIONS ACTIVITIES :	11	3.33	0.55	0.25
F.INVESTMENT ENQUIRIES FROM CANADA :	22	3.33	0.55	0.25
FROM TERRITORIES :	53	5.00	1.66	0.45
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	25	0.83	1.11	0.15
CONNECTIONS ARRANGED :	3	0.83	0.55	0.10
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		1.66	4.44	0.50
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	12	2.50	1.11	0.25
HOST GOVERNMENT :	4	0.83	0.55	0.10
OTHER DEPARTMENT :	5	1.66	1.11	0.20
PROVINCES/MUNICIPALITIES :	23	2.50	3.33	0.45
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.00	0.90
LEAVE, PROFESSIONAL DEVELOP :		6.66	5.55	0.90
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.30
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.93	99.93	15.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 35

FROM TERRIT : 53

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 300

FROM TERRIT : 332

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 33

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 6

-LOCALLY ENGAGED : 9