

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : LOS ANGELES

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|---|--------|-----------------------|---------|-----------------------|
| A. EXPORT ENQUIRIES | | | | |
| FROM CANADA | 636 | 2.00 | 23.33 | 0.80 |
| FROM TERRITORIES | 681 | 20.00 | 11.66 | 1.35 |
| B. VISITS TO CLIENTS IN TERRITORY | 134 | 5.00 | 28.33 | 1.10 |
| C. EXPORT PROMOTION PROJECTS & EVENTS | | | | |
| FAIRS | 21 | 3.00 | 9.00 | 0.42 |
| MISSIONS | 5 | 0.00 | 2.00 | 0.06 |
| OTHER | 4 | 0.60 | 0.66 | 0.05 |
| D. COMMERCIAL / ECONOMIC REPORTS COMPLETED | 8 | 1.60 | 0.66 | 0.10 |
| E. INVESTMENT/PROMOTION ENQUIRIES | | | | |
| FROM CANADA | 5 | 2.80 | 0.33 | 0.15 |
| FROM TERRITORIES | 21 | 8.60 | 2.00 | 0.49 |
| F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA | 25 | 3.00 | 0.00 | 0.15 |
| CONNECTIONS ARRANGED | 2 | 1.00 | 0.66 | 0.07 |
| G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA | 1 | 1.00 | 0.66 | 0.07 |
| H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS | 11 | 1.20 | 1.33 | 0.10 |
| FROM OTHER GOV'T SOURCES- CONTACTS | 29 | 0.20 | 1.00 | 0.04 |
| - REPORTS | 5 | 1.00 | 0.00 | 0.05 |
| I. ADMINISTRATION: | | | | |
| PROGRAM MANAGEMENT & ADMIN. | | 19.00 | 7.00 | 1.16 |
| LEAVE, PROFESSIONAL DEVELOP | | 8.00 | 4.33 | 0.53 |
| J. SERVICE TO OTHER MISSION PROGRAMS | | 22.00 | 7.00 | 1.31 |
| ***** TOTALS ***** | | 100.00 | 99.95 | 8.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 145
FROM TERRIT : 6

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 110

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 3