

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1170	14.20	21.00	1.97
FROM TERRITORIES :	1264	9.40	18.33	1.57
B.VISITS TO CLIENTS IN TERRITORY :	472	10.00	15.83	1.45
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	43	8.20	8.16	0.90
MISSIONS :	37	5.60	4.00	0.52
CONFERENCE SEMINARS :	16	2.60	5.16	0.44
OTHER :	36	0.00	1.16	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	33	5.20	3.66	0.48
POST INITIATED :	25	3.80	2.66	0.35
E.COMMUNICATIONS ACTIVITIES :	145	1.20	1.66	0.16
F.INVESTMENT ENQUIRIES FROM CANADA :	14	1.20	0.16	0.07
FROM TERRITORIES :	596	8.20	0.16	0.42
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	11	0.40	0.66	0.06
CONNECTIONS ARRANGED :	5	0.40	0.16	0.03
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.60	3.66	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	80	0.80	1.00	0.10
HOST GOVERNMENT :	14	0.60	1.00	0.09
OTHER DEPARTMENT :	24	1.20	0.33	0.08
PROVINCES/MUNICIPALITIES :	191	3.00	3.83	0.38
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	5.00	1.10
LEAVE, PROFESSIONAL DEVELOP :		2.00	2.16	0.23
K.SERVICE TO OTHER MISSION PROGRAMS :		4.40	0.16	0.23
***** TOTALS *****		100.00	99.90	11.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 313
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 91

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 6