

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1111	10.00	15.85	1.51
FROM TERRITORIES :	1241	9.00	16.71	1.53
B. VISITS TO CLIENTS IN TERRITORY :	167	7.00	9.57	0.95
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	22	4.75	9.57	0.86
MISSIONS :	12	4.25	8.00	0.73
CONFERENCE SEMINARS :	27	8.50	3.14	0.56
OTHER :	25	0.50	0.71	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	17	3.00	2.42	0.29
POST INITIATED :	40	3.75	6.00	0.57
E. COMMUNICATIONS ACTIVITIES :	28	5.75	0.71	0.28
F. INVESTMENT ENQUIRIES				
FROM CANADA :	77	3.25	1.71	0.25
FROM TERRITORIES :	230	5.00	3.57	0.45
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	12	2.50	0.14	0.11
CONNECTIONS ARRANGED :	2	0.00	0.14	0.01
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		5.50	2.14	0.37
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	15	0.25	0.28	0.03
HOST GOVERNMENT :	5	1.00	0.00	0.04
OTHER DEPARTMENT :	7	2.00	0.57	0.12
PROVINCES/MUNICIPALITIES :	47	2.50	2.28	0.26
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		15.25	9.00	1.24
LEAVE, PROFESSIONAL DEVELOP :		5.00	6.71	0.67
K. SERVICE TO OTHER MISSION PROGRAMS :		1.25	0.71	0.10
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.93	11.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	132
FROM TERRIT :	89
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	641
FROM TERRIT :	274

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	27
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	4
-LOCALLY ENGAGED :	7