

18/02/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 1314	7.50	22.33	1.64
FROM TERRITORIES	: 891	7.50	15.16	1.21
B. VISITS TO CLIENTS IN TERRITORY	: 321	3.75	13.16	0.94
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 21	6.25	10.16	0.86
MISSIONS	: 5	6.25	4.33	0.51
CONFERENCE SEMINARS	: 9	3.75	1.00	0.21
OTHER	: 3	2.50	0.66	0.14
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 36	6.25	3.16	0.44
POST INITIATED	: 64	5.00	6.00	0.56
E. COMMUNICATIONS ACTIVITIES	: 8	1.25	0.66	0.09
F. INVESTMENT ENQUIRIES FROM CANADA	: 73	2.50	0.33	0.12
FROM TERRITORIES	: 139	6.25	1.83	0.36
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 4	5.00	0.50	0.23
CONNECTIONS ARRANGED	: 157	7.50	1.33	0.38
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 8	1.75	3.00	0.25
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 3	2.50	0.00	0.10
HOST GOVERNMENT	: 7	3.75	0.66	0.19
OTHER DEPARTMENT	: 14	3.75	2.33	0.29
PROVINCES/MUNICIPALITIES	: 24	1.25	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 15	15.00	6.83	1.01
LEAVE, PROFESSIONAL DEVELOP	: 0.75	0.75	6.50	0.42
K. SERVICE TO OTHER MISSION PROGRAMS	: 0	0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES	: 0	0.00	0.00	0.00
***** TOTALS *****		100.00	99.93	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 74
	FROM TERRIT	: 83
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 60
	FROM TERRIT	: 42
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 81
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 4
	-LOCALLY ENGAGED	: 6