

02/06/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	966	21.25	17.71	2.09
FROM TERRITORIES :	863	21.25	14.85	1.89
B. VISITS TO CLIENTS IN TERRITORY :	252	10.00	16.14	1.53
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	5.00	3.71	0.46
MISSIONS :	11	5.00	5.14	0.56
CONFERENCE SEMINARS :	23	5.00	4.14	0.49
OTHER :	17	1.25	1.14	0.13
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.25	0.14	0.06
POST INITIATED :	220	2.50	5.57	0.49
E. COMMUNICATIONS ACTIVITIES :	22	3.75	3.85	0.42
F. INVESTMENT ENQUIRIES				
FROM CANADA :	66	1.25	1.14	0.13
FROM TERRITORIES :	228	2.50	3.42	0.34
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	1.25	0.28	0.07
CONNECTIONS ARRANGED :	8	1.25	0.28	0.07
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	5.85	0.41
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	22	2.50	0.14	0.11
HOST GOVERNMENT :	3	1.25	0.28	0.07
OTHER DEPARTMENT :	4	1.25	0.42	0.08
PROVINCES/MUNICIPALITIES :	51	1.25	1.85	0.18
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	8.28	0.98
LEAVE, PROFESSIONAL DEVELOP :		1.25	5.57	0.44
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.90	11.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	70
	FROM TERRIT :	105
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	51
	FROM TERRIT :	73
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	36
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	7