

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 1334	6.50	16.80	2.07
FROM TERRITORIES	: 1958	4.66	15.40	1.82
B. VISITS TO CLIENTS IN TERRITORY	: 295	11.50	11.50	1.84
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS	: 52	8.16	8.30	1.32
MISSIONS	: 16	4.50	10.70	1.34
CONFERENCE SEMINARS	: 42	2.83	4.20	0.59
OTHER	: 65	3.83	1.10	0.34
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 36	4.33	0.40	0.30
POST INITIATED	: 41	1.83	2.90	0.40
E. COMMUNICATIONS ACTIVITIES	: 27	6.50	2.20	0.61
F. INVESTMENT ENQUIRIES FROM CANADA	: 49	2.16	1.40	0.27
FROM TERRITORIES	: 164	2.33	4.40	0.58
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 6	0.16	0.40	0.05
CONNECTIONS ARRANGED	: 8	0.16	0.50	0.06
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 0.16	3.20	0.33	
I. SERVICE REQUESTS FM GOV'T SOURCES NGO	: 18	0.33	0.40	0.06
HOST GOVERNMENT	: 4	0.66	0.20	0.06
OTHER DEPARTMENT	: 20	1.33	0.90	0.17
PROVINCES/MUNICIPALITIES	: 59	2.16	2.30	0.36
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 26.16	9.70	2.54	
LEAVE, PROFESSIONAL DEVELOP	: 1.16	3.00	0.37	
K. SERVICE TO OTHER MISSION PROGRAMS	: 8.50	0.10	0.52	
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	
***** TOTALS *****		99.91	100.00	16.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA	: 0
FROM TERRIT	: 0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA	: 0
FROM TERRIT	: 0
NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED	: 6
-LOCALLY ENGAGED	: 10