

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : LOS ANGELES

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	718	15.50	19.16	1.77
FROM TERRITORIES :	794	8.50	17.16	1.37
B. VISITS TO CLIENTS IN TERRITORY :	172	15.00	13.33	1.40
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	2.50	8.33	0.60
MISSIONS :	2	0.00	1.16	0.07
CONFERENCE SEMINARS :	5	0.00	5.00	0.30
OTHER :	9	0.00	0.33	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	2.00	1.16	0.15
POST INITIATED :	41	8.00	13.16	1.11
E. COMMUNICATIONS ACTIVITIES :	5	1.50	0.83	0.11
F. INVESTMENT ENQUIRIES FROM CANADA :	9	2.50	0.83	0.15
FROM TERRITORIES :	67	12.50	0.33	0.52
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	2.50	1.16	0.17
CONNECTIONS ARRANGED :	3	1.50	0.83	0.11
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.50	0.50	0.09
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.00	0.16	0.01
HOST GOVERNMENT :	53	2.50	0.66	0.14
OTHER DEPARTMENT :	9	1.75	0.66	0.11
PROVINCES/MUNICIPALITIES :	24	1.25	3.83	0.28
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		13.00	6.00	0.88
LEAVE, PROFESSIONAL DEVELOP :		2.00	5.33	0.40
K. SERVICE TO OTHER MISSION PROGRAMS :		2.25	0.00	0.09
L. TOURISM PROGRAM ACTIVITIES :		3.75	0.00	0.15
***** TOTALS *****		100.00	99.91	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 12  
FROM TERRIT : 8

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 54

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4  
- LOCALLY-ENGAGED : 6