

27/07/93

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : DALLAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	459	17.33	25.00	1.52
FROM TERRITORIES :	310	6.00	17.50	0.88
B. VISITS TO CLIENTS IN TERRITORY :	124	11.66	11.25	0.80
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	6.66	4.50	0.38
MISSIONS :	5	10.00	3.00	0.42
CONFERENCE SEMINARS :	6	3.33	1.50	0.16
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.66	2.50	0.15
POST INITIATED :	10	1.66	1.75	0.12
E. COMMUNICATIONS ACTIVITIES :	166	0.00	7.50	0.30
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	0.00	0.00
FROM TERRITORIES :	10	3.33	4.00	0.26
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	6.25	0.25
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		8.33	1.25	0.30
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.50	0.02
HOST GOVERNMENT :	2	0.00	0.00	0.00
OTHER DEPARTMENT :	4	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	19	0.00	5.50	0.22
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.33	1.50	0.16
LEAVE, PROFESSIONAL DEVELOP :		0.00	6.50	0.26
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		26.66	0.00	0.80
***** TOTALS *****		99.95	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	12
	FROM TERRIT :	78
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	133
	FROM TERRIT :	101

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	11
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	4