

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST	: DALLAS	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
			CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	: 316	25.00	20.25	1.31
	FROM TERRITORIES	: 237	12.50	11.50	0.71
B. VISITS TO CLIENTS IN TERRITORY		: 71	15.00	9.50	0.68
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	: 8	2.50	17.00	0.73
	MISSIONS	: 0	0.00	0.00	0.00
	CONFERENCE SEMINARS	: 6	10.00	1.75	0.27
	OTHER	: 3	0.00	2.50	0.10
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	: 0	0.00	0.00	0.00
	POST INITIATED	: 6	2.50	3.75	0.20
E. COMMUNICATIONS ACTIVITIES		: 143	0.00	3.75	0.15
F. INVESTMENT ENQUIRIES	FROM CANADA	: 14	2.50	3.00	0.17
	FROM TERRITORIES	: 4	0.00	0.50	0.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA		: 3	0.00	1.25	0.05
	CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		: 5.00	1.25		0.15
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO	: 0	0.00	0.00	0.00
	HOST GOVERNMENT	: 1	0.00	0.00	0.00
	OTHER DEPARTMENT	: 3	0.00	0.25	0.01
	PROVINCES/MUNICIPALITIES	: 27	2.50	4.00	0.21
J. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.	: 15.00	5.00		0.50
	LEAVE, PROFESSIONAL DEVELOP	: 0.00	12.50		0.50
K. SERVICE TO OTHER MISSION PROGRAMS		: 2.50	2.25		0.14
L. TOURISM PROGRAM ACTIVITIES		: 5.00	0.00		0.10
***** TOTALS *****			100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 33
	FROM TERRIT	: 38
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 74
	FROM TERRIT	: 184

NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 19
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 2
	-LOCALLY ENGAGED	: 4