

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 : DALLAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	308	15.33	17.00	1.14
FROM TERRITORIES :	259	12.33	7.75	0.68
B. VISITS TO CLIENTS IN TERRITORY :	77	8.00	8.00	0.56
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	12	0.00	14.75	0.59
MISSIONS :	7	15.66	11.00	0.91
CONFERENCE SEMINARS :	10	1.66	5.25	0.26
OTHER :	16	2.33	2.25	0.16
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	4.00	1.00	0.16
POST INITIATED :	20	2.66	0.75	0.11
E. COMMUNICATIONS ACTIVITIES :	84	1.00	7.00	0.31
F. INVESTMENT ENQUIRIES				
FROM CANADA :	16	1.66	0.50	0.07
FROM TERRITORIES :	21	3.66	0.25	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	0.00	1.50	0.06
CONNECTIONS ARRANGED :	15	0.00	5.00	0.20
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.50	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	0.00	1.00	0.04
OTHER DEPARTMENT :	17	3.00	0.50	0.11
PROVINCES/MUNICIPALITIES :	82	6.33	4.00	0.35
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		14.33	0.00	0.43
LEAVE, PROFESSIONAL DEVELOP :		3.00	9.50	0.47
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	2.50	0.25
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	21
	FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	360
	FROM TERRIT :	62
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	33
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	4