

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 : DALLAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	160	7.50	18.75	0.90
FROM TERRITORIES :	137	5.00	10.25	0.51
B.VISITS TO CLIENTS IN TERRITORY :	67	10.00	13.50	0.74
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	11	1.00	17.50	0.72
MISSIONS :	4	5.00	4.25	0.27
CONFERENCE SEMINARS :	4	7.50	0.50	0.17
OTHER :	2	1.00	0.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.00	0.50	0.02
POST INITIATED :	8	4.00	1.75	0.15
E.COMMUNICATIONS ACTIVITIES :	146	1.00	7.25	0.31
F.INVESTMENT ENQUIRIES FROM CANADA :	4	3.50	0.00	0.07
FROM TERRITORIES :	14	2.50	0.25	0.06
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	1.00	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.50	0.00	0.11
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	7	0.50	0.00	0.01
PROVINCES/MUNICIPALITIES :	19	3.50	3.50	0.21
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		27.50	4.00	0.71
LEAVE, PROFESSIONAL DEVELOP :		4.00	9.25	0.45
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	2.50	0.20
L.TOURISM PROGRAM ACTIVITIES :		5.00	6.25	0.35
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	20
FROM TERRIT :	6
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	160
FROM TERRIT :	107
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	26
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	4