

29/06/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : DALLAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	302	9.00	17.75	0.98
FROM TERRITORIES :	323	10.66	8.75	0.67
B. VISITS TO CLIENTS IN TERRITORY :	95	9.00	6.25	0.52
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	1.66	17.50	0.75
MISSIONS :	7	8.33	20.00	1.05
CONFERENCE SEMINARS :	4	0.00	2.50	0.10
OTHER :	0	0.00	2.00	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	3.33	4.25	0.27
POST INITIATED :	6	1.66	2.00	0.13
E. COMMUNICATIONS ACTIVITIES :	3	1.66	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.00	1.00	0.04
FROM TERRITORIES :	12	0.00	4.00	0.16
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.75	0.03
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	1.66	0.00	0.05
OTHER DEPARTMENT :	4	0.00	0.25	0.01
PROVINCES/MUNICIPALITIES :	38	1.66	4.00	0.21
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		14.00	0.00	0.42
LEAVE, PROFESSIONAL DEVELOP :		30.66	9.00	1.28
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		1.66	0.00	0.05
***** TOTALS *****		99.94	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	106
	FROM TERRIT :	16
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	298
	FROM TERRIT :	142
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		25
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	4