

20/04/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : DALLAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	304	9.00	20.75	1.10
FROM TERRITORIES :	247	5.66	9.00	0.53
B. VISITS TO CLIENTS IN TERRITORY :	99	8.33	11.75	0.72
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	8.33	8.50	0.59
MISSIONS :	6	8.33	7.50	0.55
CONFERENCE SEMINARS :	5	4.00	1.25	0.17
OTHER :	3	8.33	1.25	0.30
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	2	1.66	1.75	0.12
POST INITIATED :	7	1.66	0.75	0.08
E. COMMUNICATIONS ACTIVITIES :	133	1.00	6.75	0.30
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	0.00	0.00
FROM TERRITORIES :	14	3.33	4.25	0.27
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 :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	0.00	0.00	0.00
OTHER DEPARTMENT :	4	0.00	0.25	0.01
PROVINCES/MUNICIPALITIES :	19	0.00	7.25	0.29
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		31.66	4.00	1.11
LEAVE, PROFESSIONAL DEVELOP :		0.33	7.50	0.31
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
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 : 22

FROM TERRIT : 61

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 507

FROM TERRIT : 241

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 16

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 3

-LOCALLY ENGAGED : 4