

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : DALLAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	177	12.50	21.75	1.12
FROM TERRITORIES :	166	10.00	15.25	0.81
B. VISITS TO CLIENTS IN TERRITORY :	78	30.00	7.25	0.89
C. EXPORT/TRADE/POLICY FAIRS :	6	0.00	4.25	0.17
PROJECTS AND EVENTS MISSIONS :	4	0.00	10.25	0.41
CONFERENCE SEMINARS :	6	13.50	3.75	0.42
OTHER :	5	1.50	1.50	0.09
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	1.00	0.00	0.02
POST INITIATED :	4	0.00	2.50	0.10
E. COMMUNICATIONS ACTIVITIES :	106	1.00	0.00	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	9	0.00	7.00	0.28
FROM TERRITORIES :	17	0.00	3.75	0.15
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.50	0.25	0.02
CONNECTIONS ARRANGED :	2	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	4	0.00	0.25	0.01
PROVINCES/MUNICIPALITIES :	10	1.00	1.75	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	3.75	0.35
LEAVE, PROFESSIONAL DEVELOP :		17.50	14.50	0.93
K. SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.00	0.03
L. TOURISM PROGRAM ACTIVITIES :		0.00	2.25	0.09
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	16
FROM TERRIT :	2
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	61
FROM TERRIT :	19

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	4