

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : DALLAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	250	15.66	27.00	1.55
FROM TERRITORIES :	165	10.00	11.25	0.75
B. VISITS TO CLIENTS IN TERRITORY :	66	7.66	9.50	0.61
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	0.66	8.50	0.36
MISSIONS :	6	10.00	7.75	0.61
CONFERENCE SEMINARS :	7	4.00	8.75	0.47
OTHER :	7	1.33	0.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	3.00	1.00	0.13
POST INITIATED :	11	2.00	0.00	0.06
E. COMMUNICATIONS ACTIVITIES :	22	3.33	11.50	0.56
F. INVESTMENT ENQUIRIES				
FROM CANADA :	7	1.33	0.00	0.04
FROM TERRITORIES :	34	5.00	0.00	0.15
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	0.00	1.25	0.05
CONNECTIONS ARRANGED :	3	0.00	2.50	0.10
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 :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	6	0.66	0.00	0.02
PROVINCES/MUNICIPALITIES :	34	0.66	7.00	0.30
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		16.00	0.00	0.48
LEAVE, PROFESSIONAL DEVELOP :		7.66	4.00	0.39
K. SERVICE TO OTHER MISSION PROGRAMS :		2.66	0.00	0.08
L. TOURISM PROGRAM ACTIVITIES :		3.33	0.00	0.10
***** TOTALS *****		99.94	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	6
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	94
	FROM TERRIT :	50
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		15
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	4