

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : DALLAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 169	18.00	19.75	1.15
FROM TERRITORIES	: 160	11.00	15.50	0.84
B.VISITS TO CLIENTS IN TERRITORY	: 48	25.00	8.50	0.84
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS	: 4	3.50	5.50	0.29
MISSIONS	: 2	1.50	9.25	0.40
CONFERENCE SEMINARS	: 7	4.50	2.75	0.20
OTHER	: 2	1.50	2.25	0.12
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 0	1.00	0.00	0.02
POST INITIATED	: 1	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES	: 147	1.00	2.75	0.13
F.INVESTMENT ENQUIRIES FROM CANADA	: 4	0.00	7.25	0.29
FROM TERRITORIES	: 5	0.00	3.50	0.14
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 1	0.50	0.25	0.02
CONNECTIONS ARRANGED	: 3	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO	: 7	0.00	0.00	0.00
HOST GOVERNMENT	: 0	0.00	0.00	0.00
OTHER DEPARTMENT	: 0	0.00	0.25	0.01
PROVINCES/MUNICIPALITIES	: 12	0.00	1.50	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 12.50	4.25	0.42	
LEAVE, PROFESSIONAL DEVELOP	: 18.50	14.75	0.96	
K.SERVICE TO OTHER MISSION PROGRAMS	: 1.50	0.00	0.03	
L.TOURISM PROGRAM ACTIVITIES	: 0.00	2.00	0.08	
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA	: 11
FROM TERRIT	: 14
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA	: 37
FROM TERRIT	: 32
NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 20
NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED	: 2
- LOCALLY ENGAGED	: 4