

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : DALLAS

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|--|--------|--------------------------|---------|--------------------------|
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 233 | 17.75 | 14.33 | 1.14 |
| FROM TERRITORIES : | 153 | 14.75 | 10.00 | 0.89 |
| B. VISITS TO CLIENTS IN TERRITORY : | 56 | 3.00 | 13.00 | 0.51 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 10 | 16.75 | 21.66 | 1.32 |
| MISSIONS : | 2 | 5.00 | 11.66 | 0.55 |
| CONFERENCE SEMINARS : | 10 | 4.75 | 0.00 | 0.19 |
| OTHER : | 6 | 0.50 | 0.00 | 0.02 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 9 | 1.75 | 1.66 | 0.12 |
| POST INITIATED : | 25 | 2.25 | 0.33 | 0.10 |
| E. COMMUNICATIONS ACTIVITIES : | 4 | 2.75 | 0.00 | 0.11 |
| F. INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 31 | 3.25 | 0.00 | 0.13 |
| FROM TERRITORIES : | 36 | 2.25 | 3.33 | 0.19 |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 37 | 0.25 | 3.33 | 0.11 |
| CONNECTIONS ARRANGED : | 2 | 0.00 | 1.66 | 0.05 |
| H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST : | | 2.00 | 3.33 | 0.18 |
| I. SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 0 | 0.00 | 0.00 | 0.00 |
| HOST GOVERNMENT : | 1 | 0.00 | 0.00 | 0.00 |
| OTHER DEPARTMENT : | 8 | 3.00 | 0.66 | 0.14 |
| PROVINCES/MUNICIPALITIES : | 77 | 3.50 | 6.66 | 0.34 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 7.75 | 3.33 | 0.41 |
| LEAVE, PROFESSIONAL DEVELOP : | | 2.50 | 5.00 | 0.25 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 3.75 | 0.00 | 0.15 |
| L. TOURISM PROGRAM ACTIVITIES : | | 2.50 | 0.00 | 0.10 |
| ***** TOTALS ***** | | 100.00 | 99.94 | 7.00 |

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 10

FROM TERRIT : 8

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 335

FROM TERRIT : 30

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 78

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 4

-LOCALLY ENGAGED : 3