

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : DALLAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
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A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	206	15.00	25.50	1.32
FROM TERRITORIES :	210	20.00	16.50	1.06
B. VISITS TO CLIENTS IN TERRITORY :	117	26.00	10.50	0.94
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	5.00	4.00	0.26
MISSIONS :	5	0.00	3.00	0.12
CONFERENCE SEMINARS :	11	15.00	4.00	0.46
OTHER :	1	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	148	1.50	8.50	0.37
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	0.00	0.50	0.02
FROM TERRITORIES :	26	5.00	5.25	0.31
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.50	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	0.00	0.00
HOST GOVERNMENT :	3	0.00	0.00	0.00
OTHER DEPARTMENT :	3	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	12	0.00	3.50	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	4.50	0.28
LEAVE, PROFESSIONAL DEVELOP :		4.00	12.75	0.59
K. SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.00	0.01
L. TOURISM PROGRAM ACTIVITIES :		0.00	1.50	0.06
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	28
	FROM TERRIT :	11
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	137
	FROM TERRIT :	14
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	36
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	4