

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : DALLAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	195	15.00	16.50	0.96
FROM TERRITORIES :	180	12.00	5.50	0.46
B.VISITS TO CLIENTS IN TERRITORY :	59	7.00	3.75	0.29
C.EXPORT/TRADE/POLICY FAIRS :	10	6.00	2.75	0.23
PROJECTS AND EVENTS MISSIONS :	9	1.50	15.75	0.66
CONFERENCE SEMINARS :	5	7.50	3.50	0.29
OTHER :	2	1.50	0.00	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.50	0.00	0.03
POST INITIATED :	4	0.00	3.75	0.15
E.COMMUNICATIONS ACTIVITIES :	212	6.50	8.50	0.47
F.INVESTMENT ENQUIRIES FROM CANADA :	4	1.00	0.25	0.03
FROM TERRITORIES :	23	3.50	0.25	0.08
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	2.00	0.00	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		7.00	0.00	0.14
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	18	2.00	0.00	0.04
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	7	2.50	0.50	0.07
PROVINCES/MUNICIPALITIES :	18	3.50	2.25	0.16
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.00	1.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		2.00	8.50	0.38
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	2.25	0.15
L.TOURISM PROGRAM ACTIVITIES :		4.00	25.00	1.08
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 7

FROM TERRIT : 5

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 15

FROM TERRIT : 32

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 16

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 4