

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