

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