

02/12/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : DALLAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	286	22.66	15.50	1.30
FROM TERRITORIES :	201	13.66	8.50	0.75
B. VISITS TO CLIENTS IN TERRITORY :	113	13.33	8.75	0.75
C. EXPORT/TRADE/POLICY FAIRS :	7	11.66	11.00	0.79
PROJECTS AND EVENTS MISSIONS :	6	6.66	6.25	0.45
CONFERENCE SEMINARS :	9	3.33	8.75	0.45
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	1.00	2.50	0.13
POST INITIATED :	11	1.00	5.00	0.23
E. COMMUNICATIONS ACTIVITIES :	111	3.00	6.75	0.36
F. INVESTMENT ENQUIRIES FROM CANADA :	1	0.00	1.00	0.04
FROM TERRITORIES :	12	3.33	3.50	0.24
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.00	3.50	0.14
CONNECTIONS ARRANGED :	2	0.00	1.75	0.07
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	5.00	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	6	0.00	0.00	0.00
OTHER DEPARTMENT :	4	3.33	0.50	0.12
PROVINCES/MUNICIPALITIES :	17	3.33	6.75	0.37
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	3.00	0.42
LEAVE, PROFESSIONAL DEVELOP :		0.33	2.00	0.09
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		3.33	0.00	0.10
***** TOTALS *****		99.95	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	30
FROM TERRIT :	43
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	133
FROM TERRIT :	89
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	39
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	4