

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : DALLAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	349	18.33	15.25	1.16
FROM TERRITORIES :	239	11.66	8.00	0.67
B. VISITS TO CLIENTS IN TERRITORY :	91	8.33	10.50	0.67
C. EXPORT/TRADE/POLICY FAIRS :	5	8.33	16.00	0.89
PROJECTS AND EVENTS MISSIONS :	7	10.00	9.50	0.68
CONFERENCE SEMINARS :	7	1.66	5.00	0.25
OTHER :	9	1.66	2.00	0.13
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.00	2.75	0.11
POST INITIATED :	16	1.66	3.50	0.19
E. COMMUNICATIONS ACTIVITIES :	9	1.66	0.75	0.08
F. INVESTMENT ENQUIRIES FROM CANADA :	8	1.66	1.75	0.12
FROM TERRITORIES :	17	5.00	0.25	0.16
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	4.00	0.16
CONNECTIONS ARRANGED :	2	0.00	0.50	0.02
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.66	5.00	0.22
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	1.66	0.00	0.05
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	10	1.66	0.75	0.08
PROVINCES/MUNICIPALITIES :	18	2.66	4.50	0.26
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.33	3.75	0.40
LEAVE, PROFESSIONAL DEVELOP :		3.33	5.00	0.30
K. SERVICE TO OTHER MISSION PROGRAMS :		8.33	1.25	0.30
L. TOURISM PROGRAM ACTIVITIES :		3.33	0.00	0.10
***** TOTALS *****		99.91	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 58

FROM TERRIT : 34

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 314

FROM TERRIT : 154

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 36

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 3

-LOCALLY ENGAGED : 4