

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : DALLAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	310	6.80	13.60	1.02
FROM TERRITORIES :	283	10.80	7.80	0.93
B. VISITS TO CLIENTS IN TERRITORY :	114	8.20	13.40	1.08
C. EXPORT/TRADE/POLICY FAIRS :	16	11.60	15.40	1.35
PROJECTS AND EVENTS MISSIONS :	35	8.80	30.80	1.98
CONFERENCE SEMINARS :	4	1.40	0.00	0.07
OTHER :	11	1.60	1.00	0.13
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	44	3.60	2.80	0.32
POST INITIATED :	13	0.80	1.20	0.10
E. COMMUNICATIONS ACTIVITIES :	11	0.80	0.40	0.06
F. INVESTMENT ENQUIRIES FROM CANADA :	10	0.40	0.40	0.04
FROM TERRITORIES :	61	2.20	2.00	0.21
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	3.00	3.00	0.30
CONNECTIONS ARRANGED :	2	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	2.20	0.21
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	0.60	0.00	0.03
HOST GOVERNMENT :	8	3.80	0.00	0.19
OTHER DEPARTMENT :	7	1.00	0.00	0.05
PROVINCES/MUNICIPALITIES :	45	3.00	2.00	0.25
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.20	2.20	0.87
LEAVE, PROFESSIONAL DEVELOP :		10.00	1.60	0.58
K. SERVICE TO OTHER MISSION PROGRAMS :		4.40	0.20	0.23
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 296  
FROM TERRIT : 454

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 36

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5  
- LOCALLY-ENGAGED : 5