

# TRADE TRACKING SYSTEM

88/03/16

## WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : DALLAS

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA	: 321	10.33	27.00	0.85
	FROM TERRITORIES	: 229	13.00	11.50	0.62
B. VISITS TO CLIENTS IN TERRITORY	VISITS	: 97	11.66	7.00	0.49
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS	: 7	16.00	25.00	0.98
	MISSIONS	: 2	0.66	3.00	0.08
	OTHER	: 8	2.33	0.00	0.07
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED		: 5	1.66	2.50	0.10
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA	: 3	0.66	0.00	0.02
	FROM TERRITORIES	: 7	2.00	0.50	0.07
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA		: 0	0.00	0.00	0.00
	CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA		: 3	6.00	7.50	0.33
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS		: 8	7.66	0.00	0.23
	FROM OTHER GOV'T SOURCES- CONTACTS	: 1	0.00	0.00	0.00
	- REPORTS	: 0	0.00	0.00	0.00
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.		17.00	2.50	0.56
	LEAVE, PROFESSIONAL DEVELOP		9.00	13.50	0.54
J. SERVICE TO OTHER MISSION PROGRAMS			2.00	0.00	0.06
***** TOTALS *****			99.96	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 142  
FROM TERRIT : 30

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 65

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 2