

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : DALLAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	293	14.75	9.00	0.86
FROM TERRITORIES :	119	8.50	2.66	0.42
B. VISITS TO CLIENTS IN TERRITORY :	62	8.00	5.00	0.47
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	16.00	20.00	1.24
MISSIONS :	9	7.50	21.00	0.93
CONFERENCE SEMINARS :	4	1.50	3.33	0.16
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	8	1.75	6.66	0.27
POST INITIATED :	4	1.25	2.33	0.12
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	0.25	0.00	0.01
FROM TERRITORIES :	17	2.00	1.00	0.11
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	3.33	0.10
CONNECTIONS ARRANGED :	2	0.00	1.66	0.05
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.00	4.00	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	1.50	0.00	0.06
OTHER DEPARTMENT :	5	1.50	3.33	0.16
PROVINCES/MUNICIPALITIES :	18	6.00	0.66	0.26
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.50	3.33	0.80
LEAVE, PROFESSIONAL DEVELOP :		8.75	7.66	0.58
K. SERVICE TO OTHER MISSION PROGRAMS :		1.25	5.00	0.20
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 302
FROM TERRIT : 63

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 47

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 3