

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : DALLAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	311	9.75	16.00	0.71
FROM TERRITORIES :	572	13.75	21.50	0.98
B.VISITS TO CLIENTS IN TERRITORY :	154	12.50	5.50	0.61
C.EXPORT/TRADE/POLICY FAIRS :	6	14.50	27.50	1.13
PROJECTS AND EVENTS MISSIONS :	6	6.00	2.50	0.29
CONFERENCE SEMINARS :	2	5.25	0.50	0.22
OTHER :	7	3.50	0.00	0.14
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	11	2.25	5.00	0.19
POST INITIATED :	12	3.00	1.00	0.14
E.COMMUNICATIONS ACTIVITIES :	7	1.50	0.00	0.06
F.INVESTMENT ENQUIRIES FROM CANADA :	10	1.50	0.00	0.06
FROM TERRITORIES :	51	2.25	1.00	0.11
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.25	0.00	0.01
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.25	0.00	0.13
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	1	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.75	3.00	0.49
LEAVE, PROFESSIONAL DEVELOP :		9.25	16.50	0.70
K.SERVICE TO OTHER MISSION PROGRAMS :		0.75	0.00	0.03
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 201
FROM TERRIT : 220

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 24

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 2