

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : DALLAS

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA :	267	6.00	27.50	0.79
	FROM TERRITORIES :	287	12.75	12.50	0.76
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	144	15.75	9.50	0.82
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS :	7	8.75	40.00	1.15
	MISSIONS :	5	7.25	0.00	0.29
	OTHER :	12	13.25	0.00	0.53
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	:	12	1.75	1.00	0.09
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA :	6	0.50	0.00	0.02
	FROM TERRITORIES :	23	3.75	0.50	0.16
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. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	:	3	3.25	0.00	0.13
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	:	5	0.00	2.50	0.05
	FROM OTHER GOV'T SOURCES- CONTACTS :	10	1.00	0.00	0.04
	- REPORTS :	0	0.00	0.00	0.00
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN. :		15.25	0.00	0.61
	LEAVE, PROFESSIONAL DEVELOP :		5.00	2.50	0.25
J. SERVICE TO OTHER MISSION PROGRAMS	:		5.75	4.00	0.31
***** TOTALS *****			100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 145
FROM TERRIT : 185

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 37

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