

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : DALLAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	256	5.66	27.00	0.71
FROM TERRITORIES	357	11.33	10.50	0.55
B. VISITS TO CLIENTS IN TERRITORY VISITS	57	17.00	9.50	0.70
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	4	5.66	23.50	0.64
MISSIONS	3	4.66	6.00	0.26
OTHER	7	2.00	0.00	0.06
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	7	1.33	2.50	0.09
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	1	0.00	0.00	0.00
FROM TERRITORIES	26	3.33	0.50	0.11
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	2	4.33	0.00	0.13
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	6	0.33	10.00	0.21
FROM OTHER GOV'T SOURCES- CONTACTS	7	0.66	0.00	0.02
- REPORTS	1	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		23.33	0.50	0.71
LEAVE, PROFESSIONAL DEVELOP		18.00	10.00	0.74
J. SERVICE TO OTHER MISSION PROGRAMS		2.33	0.00	0.07
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 121
FROM TERRIT : 20

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 44

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