

TRADE TRACKING SYSTEM

89/02/13

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : DALLAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	270	13.50	19.00	0.92
FROM TERRITORIES :	450	15.50	17.50	0.97
B.VISITS TO CLIENTS IN TERRITORY :	86	4.00	4.00	0.24
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	6.00	11.50	0.47
MISSIONS :	3	0.75	0.50	0.04
CONFERENCE SEMINARS :	5	1.25	0.50	0.06
OTHER :	39	0.50	31.00	0.64
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	26	1.25	2.00	0.09
POST INITIATED :	11	0.50	1.00	0.04
E.COMMUNICATIONS ACTIVITIES :	18	0.50	1.50	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	8	1.00	0.00	0.04
FROM TERRITORIES :	33	2.50	0.50	0.11
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.50	0.00	0.02
CONNECTIONS ARRANGED :	3	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		3.25	0.50	0.14
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.50	0.00	0.02
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	6	0.75	0.00	0.03
PROVINCES/MUNICIPALITIES :	25	1.25	1.50	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.50	4.50	0.47
LEAVE, PROFESSIONAL DEVELOP :		37.00	3.00	1.54
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	1.50	0.03
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 120
FROM TERRIT : 103

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 22

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