

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : DALLAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	314	14.00	6.80	1.04
FROM TERRITORIES :	249	9.80	5.60	0.77
B.VISITS TO CLIENTS IN TERRITORY :	105	6.20	12.00	0.91
C.EXPORT/TRADE/POLICY FAIRS :	14	9.40	12.20	1.08
PROJECTS AND EVENTS MISSIONS :	35	12.60	26.40	1.95
CONFERENCE SEMINARS :	5	1.40	0.00	0.07
OTHER :	9	4.00	6.20	0.51
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	23	0.60	1.80	0.12
POST INITIATED :	10	0.40	2.00	0.12
E.COMMUNICATIONS ACTIVITIES :	11	0.40	0.80	0.06
F.INVESTMENT ENQUIRIES FROM CANADA :	4	0.20	0.00	0.01
FROM TERRITORIES :	26	3.40	1.00	0.22
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		6.00	6.20	0.61
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	0.00	2.20	0.11
OTHER DEPARTMENT :	9	2.00	0.40	0.12
PROVINCES/MUNICIPALITIES :	39	1.40	2.60	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.00	3.60	1.23
LEAVE, PROFESSIONAL DEVELOP :		3.20	9.40	0.63
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.80	0.24
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 291
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 44

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 5