

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : DALLAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	272	9.00	15.00	1.05
FROM TERRITORIES :	329	12.00	5.00	0.80
B.VISITS TO CLIENTS IN TERRITORY :	72	6.00	5.00	0.50
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	9.00	12.50	0.95
MISSIONS :	2	2.00	1.50	0.16
CONFERENCE SEMINARS :	5	1.40	1.25	0.12
OTHER :	32	2.00	30.00	1.30
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	41	4.00	5.00	0.40
POST INITIATED :	18	6.00	2.50	0.40
E.COMMUNICATIONS ACTIVITIES :	14	5.00	0.75	0.28
F.INVESTMENT ENQUIRIES FROM CANADA :	7	1.00	0.25	0.06
FROM TERRITORIES :	16	1.40	0.75	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.40	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		8.00	7.50	0.70
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.20	0.00	0.01
OTHER DEPARTMENT :	8	2.20	0.25	0.12
PROVINCES/MUNICIPALITIES :	36	4.00	2.75	0.31
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		19.00	5.00	1.15
LEAVE, PROFESSIONAL DEVELOP :		4.00	5.00	0.40
K.SERVICE TO OTHER MISSION PROGRAMS :		3.40	0.00	0.17
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 245
FROM TERRIT : 38

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 32

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 4