

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : DALLAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	195	14.50	4.33	0.71
FROM TERRITORIES :	128	6.75	7.33	0.49
B. VISITS TO CLIENTS IN TERRITORY :	66	4.00	12.33	0.53
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	4.00	21.66	0.81
MISSIONS :	6	13.75	21.33	1.19
CONFERENCE SEMINARS :	3	0.25	1.66	0.06
OTHER :	1	0.00	2.66	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.75	1.66	0.08
POST INITIATED :	15	4.50	4.33	0.31
E. COMMUNICATIONS ACTIVITIES :	3	1.50	0.00	0.06
F. INVESTMENT ENQUIRIES				
FROM CANADA :	10	5.25	0.00	0.21
FROM TERRITORIES :	34	7.75	5.00	0.46
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	0.00	1.66	0.05
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		13.00	0.00	0.52
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	0.00	1.66	0.05
OTHER DEPARTMENT :	7	1.75	2.33	0.14
PROVINCES/MUNICIPALITIES :	9	2.50	1.66	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	3.33	0.74
LEAVE, PROFESSIONAL DEVELOP :		0.50	7.00	0.23
K. SERVICE TO OTHER MISSION PROGRAMS :		3.25	0.00	0.13
***** TOTALS *****		100.00	99.93	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 168  
FROM TERRIT : 142

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 39

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4  
- LOCALLY-ENGAGED : 3