

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : DALLAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	277	24.00	18.60	2.13
FROM TERRITORIES :	210	12.60	12.40	1.25
B.VISITS TO CLIENTS IN TERRITORY :	57	6.00	9.80	0.79
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	1.00	11.60	0.63
MISSIONS :	40	1.00	22.40	1.17
CONFERENCE SEMINARS :	2	1.00	0.00	0.05
OTHER :	2	3.00	0.00	0.15
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	23	1.00	4.20	0.26
POST INITIATED :	9	0.00	2.20	0.11
E.COMMUNICATIONS ACTIVITIES :	15	0.40	1.40	0.09
F.INVESTMENT ENQUIRIES				
FROM CANADA :	7	10.60	0.00	0.53
FROM TERRITORIES :	24	0.60	2.00	0.13
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 :		2.00	2.60	0.23
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	1.00	0.00	0.05
HOST GOVERNMENT :	8	5.40	0.40	0.29
OTHER DEPARTMENT :	11	3.00	0.00	0.15
PROVINCES/MUNICIPALITIES :	36	2.60	2.60	0.26
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.00	4.40	0.77
LEAVE, PROFESSIONAL DEVELOP :		5.40	5.20	0.53
K.SERVICE TO OTHER MISSION PROGRAMS :		8.40	0.20	0.43
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 58
FROM TERRIT : 67

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 31

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