

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : DALLAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES : FROM CANADA :	189	10.25	8.33	0.66
FROM TERRITORIES :	127	9.50	6.00	0.56
B. VISITS TO CLIENTS IN TERRITORY :	63	3.75	11.66	0.50
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS :				
FAIRS :	8	11.25	20.33	1.06
MISSIONS :	3	6.75	16.66	0.77
CONFERENCE SEMINARS :	4	5.00	0.33	0.21
OTHER :	7	2.75	4.33	0.24
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.00	1.66	0.09
POST INITIATED :	6	0.75	0.66	0.05
E. COMMUNICATIONS ACTIVITIES :	1	0.50	5.00	0.17
F. INVESTMENT ENQUIRIES :				
FROM CANADA :	3	0.25	0.33	0.02
FROM TERRITORIES :	19	2.75	1.66	0.16
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.33	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.25	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES :				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	0.50	0.00	0.02
OTHER DEPARTMENT :	3	0.50	1.33	0.06
PROVINCES/MUNICIPALITIES :	14	1.75	2.00	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		27.00	7.33	1.30
LEAVE, PROFESSIONAL DEVELOP :		10.75	8.33	0.68
K. SERVICE TO OTHER MISSION PROGRAMS :		3.75	3.66	0.26
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.93	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 329  
FROM TERRIT : 43

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 801

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