

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : DALLAS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	345	9.60	19.25	1.25
FROM TERRITORIES :	275	10.20	9.75	0.90
B.VISITS TO CLIENTS IN TERRITORY :	143	11.40	9.25	0.94
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	9	9.00	12.50	0.95
MISSIONS :	40	7.40	26.00	1.41
CONFERENCE SEMINARS :	13	5.20	0.00	0.26
OTHER :	6	1.00	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	37	1.60	2.00	0.16
POST INITIATED :	30	5.60	5.75	0.51
E.COMMUNICATIONS ACTIVITIES :	31	2.60	1.25	0.18
F.INVESTMENT ENQUIRIES FROM CANADA :	9	1.00	0.00	0.05
FROM TERRITORIES :	31	3.40	0.25	0.18
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	39	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.40	0.00	0.02
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		6.60	0.00	0.33
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	17	2.40	1.75	0.19
PROVINCES/MUNICIPALITIES :	50	2.60	3.75	0.28
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.80	3.50	0.88
LEAVE, PROFESSIONAL DEVELOP :		1.60	4.75	0.27
K.SERVICE TO OTHER MISSION PROGRAMS :		3.60	0.25	0.19
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 200
FROM TERRIT : 289

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 52

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