

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/03/25

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : DALLAS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	282	15.25	11.00	0.94
FROM TERRITORIES :	171	10.75	5.66	0.60
B. VISITS TO CLIENTS IN TERRITORY :	55	4.75	13.00	0.58
C. EXPORT/TRADE/POLICY FAIRS :	9	4.50	16.66	0.68
PROJECTS AND EVENTS MISSIONS :	7	10.50	0.33	0.43
CONFERENCE SEMINARS :	11	4.25	5.00	0.32
OTHER :	5	0.00	3.33	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	1.50	7.00	0.27
POST INITIATED :	20	1.25	1.66	0.10
E. COMMUNICATIONS ACTIVITIES :	3	0.50	0.00	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	15	3.50	0.33	0.15
FROM TERRITORIES :	14	3.25	1.33	0.17
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	5.00	0.15
CONNECTIONS ARRANGED :	12	0.00	11.66	0.35
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	3.33	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	10	0.75	0.00	0.03
HOST GOVERNMENT :	5	0.00	1.66	0.05
OTHER DEPARTMENT :	7	2.00	0.00	0.08
PROVINCES/MUNICIPALITIES :	29	2.25	3.33	0.19
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.50	1.66	0.91
LEAVE, PROFESSIONAL DEVELOP :		8.25	8.00	0.57
K. SERVICE TO OTHER MISSION PROGRAMS :		2.75	0.00	0.11
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 212
FROM TERRIT : 35

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 38

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