

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : MEXICO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	2121	24.00	22.00	2.30
FROM TERRITORIES :	2257	9.00	14.00	1.15
B. VISITS TO CLIENTS IN TERRITORY	240	5.00	5.00	0.50
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	5.00	8.40	0.67
MISSIONS :	12	15.00	7.00	1.10
CONFERENCE SEMINARS :	10	4.00	3.00	0.35
OTHER :	6	2.00	3.00	0.25
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	7	0.60	0.60	0.06
POST INITIATED :	45	2.00	2.00	0.20
E. COMMUNICATIONS ACTIVITIES	29	4.00	1.00	0.25
F. INVESTMENT ENQUIRIES				
FROM CANADA :	28	1.00	0.40	0.07
FROM TERRITORIES :	9	0.40	0.60	0.05
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	83	4.00	2.00	0.30
HOST GOVERNMENT :	52	1.00	1.00	0.10
OTHER DEPARTMENT :	105	3.00	4.00	0.35
PROVINCES/MUNICIPALITIES :	75	4.00	3.00	0.35
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	8.00	0.65
LEAVE, PROFESSIONAL DEVELOP :		10.00	14.00	1.20
K. SERVICE TO OTHER MISSION PROGRAMS		1.00	1.00	0.10
L. TOURISM PROGRAM ACTIVITIES		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	195
	FROM TERRIT :	127
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	1156
	FROM TERRIT :	2166

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	28
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	5
	-LOCALLY ENGAGED :	5