

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : MEXICO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	2520	20.00	27.00	2.75
FROM TERRITORIES :	1980	10.00	20.00	1.70
B.VISITS TO CLIENTS IN TERRITORY :	225	4.28	2.00	0.40
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	8	3.57	3.00	0.40
MISSIONS :	16	4.00	4.00	0.48
CONFERENCE SEMINARS :	11	1.42	1.60	0.18
OTHER :	11	1.42	2.00	0.20
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	0.71	0.60	0.08
POST INITIATED :	31	3.57	2.00	0.35
E.COMMUNICATIONS ACTIVITIES :	41	4.00	0.40	0.30
F.INVESTMENT ENQUIRIES FROM CANADA :	34	1.42	0.40	0.12
FROM TERRITORIES :	52	0.71	2.00	0.15
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	14	1.42	1.00	0.15
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		11.42	4.00	1.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	312	1.71	4.00	0.32
HOST GOVERNMENT :	9	1.00	0.00	0.07
OTHER DEPARTMENT :	15	2.85	0.00	0.20
PROVINCES/MUNICIPALITIES :	20	2.14	0.00	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.28	4.00	0.50
LEAVE, PROFESSIONAL DEVELOP :		11.42	16.00	1.60
K.SERVICE TO OTHER MISSION PROGRAMS :		7.14	2.00	0.60
L.TOURISM PROGRAM ACTIVITIES :		1.42	4.00	0.30
***** TOTALS *****		99.90	100.00	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	99
FROM TERRIT :	80
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	1002
FROM TERRIT :	782
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	29
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	7
-LOCALLY ENGAGED :	5