

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : MEXICO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1717	25.00	24.00	2.45
FROM TERRITORIES :	2114	9.00	16.00	1.25
B.VISITS TO CLIENTS IN TERRITORY :	185	6.00	5.00	0.55
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	5	5.20	9.00	0.71
MISSIONS :	4	11.00	8.00	0.95
CONFERENCE SEMINARS :	23	5.60	4.00	0.48
OTHER :	9	2.00	3.00	0.25
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	0.80	1.00	0.09
POST INITIATED :	37	3.40	2.00	0.27
E.COMMUNICATIONS ACTIVITIES :	35	3.60	0.40	0.20
F.INVESTMENT ENQUIRIES FROM CANADA :	29	1.00	0.40	0.07
FROM TERRITORIES :	50	0.40	1.00	0.07
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	39	3.00	2.00	0.25
HOST GOVERNMENT :	71	1.00	1.40	0.12
OTHER DEPARTMENT :	122	4.00	5.00	0.45
PROVINCES/MUNICIPALITIES :	40	3.00	5.00	0.40
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.00	3.00	0.35
LEAVE, PROFESSIONAL DEVELOP :		11.00	6.00	0.85
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	1.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		0.00	2.80	0.14
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 195
 FROM TERRIT : 84
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 724
 FROM TERRIT : 2672

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 25

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