

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : MEXICO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1051	12.50	31.66	1.45
FROM TERRITORIES :	1469	11.25	26.66	1.25
B. VISITS TO CLIENTS IN TERRITORY :	89	15.00	8.33	0.85
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	11	3.75	5.00	0.30
MISSIONS :	19	3.75	3.33	0.25
CONFERENCE SEMINARS :	3	1.25	0.00	0.05
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	30	0.00	0.00	0.00
POST INITIATED :	7	5.00	1.66	0.25
E. COMMUNICATIONS ACTIVITIES :	12	1.25	0.00	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	10	1.25	0.00	0.05
FROM TERRITORIES :	5	0.00	0.00	0.00
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 :	25	2.50	3.33	0.20
HOST GOVERNMENT :	24	2.50	1.66	0.15
OTHER DEPARTMENT :	22	2.50	5.00	0.25
PROVINCES/MUNICIPALITIES :	10	1.25	1.66	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		11.25	1.66	0.50
LEAVE, PROFESSIONAL DEVELOP :		25.00	10.00	1.30
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 293
FROM TERRIT : 458

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

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