

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : MEXICO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 209	12.75	40.66	1.73
FROM TERRITORIES	: 142	8.00	19.66	0.91
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 101	9.25	9.00	0.64
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 4	4.25	3.33	0.27
MISSIONS	: 6	1.50	4.33	0.19
OTHER	: 2	1.75	0.00	0.07
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 21	16.25	2.66	0.73
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 10	1.00	0.00	0.04
FROM TERRITORIES	: 16	0.75	1.00	0.06
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 4	0.00	0.33	0.01
CONNECTIONS ARRANGED	: 2	0.00	0.33	0.01
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	: 1	5.25	0.00	0.21
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 27	5.25	1.66	0.26
FROM OTHER GOV'T SOURCES- CONTACTS	: 21	4.00	0.66	0.18
- REPORTS	: 11	2.25	0.66	0.11
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		12.50	2.33	0.57
LEAVE, PROFESSIONAL DEVELOP		7.25	13.33	0.69
J. SERVICE TO OTHER MISSION PROGRAMS	: :	8.00	0.00	0.32
***** TOTALS *****		100.00	99.94	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 112
FROM TERRIT : 305

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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