

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : MEXICO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	139	15.00	30.00	1.50
FROM TERRITORIES :	454	15.00	15.00	1.05
B. VISITS TO CLIENTS IN TERRITORY :	104	5.00	5.00	0.35
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	1.00	1.00	0.07
MISSIONS :	3	10.00	10.00	0.70
CONFERENCE SEMINARS :	7	2.00	2.00	0.14
OTHER :	6	0.00	2.00	0.06
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	10.00	3.00	0.49
POST INITIATED :	26	8.00	10.00	0.62
E. COMMUNICATIONS ACTIVITIES :	44	1.00	0.00	0.04
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	1.00	1.00	0.07
FROM TERRITORIES :	8	1.00	1.00	0.07
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	1.00	0.00	0.04
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 :	2	0.00	0.00	0.00
HOST GOVERNMENT :	18	4.00	4.00	0.28
OTHER DEPARTMENT :	32	4.00	3.00	0.25
PROVINCES/MUNICIPALITIES :	5	1.00	3.00	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	3.00	0.29
LEAVE, PROFESSIONAL DEVELOP :		1.00	7.00	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		15.00	0.00	0.60
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 93
FROM TERRIT : 477

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

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