

02/06/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1991

POST	: MEXICO	NUMBER	% OFFICER-TIME		TOTAL-TIME
			CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	: 1800	18.00	21.25	1.75
	FROM TERRITORIES	: 2500	8.00	17.50	1.10
B. VISITS TO CLIENTS IN TERRITORY		: 315	3.00	6.25	0.40
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	: 8	6.00	5.00	0.50
	MISSIONS	: 20	8.00	8.75	0.75
	CONFERENCE SEMINARS	: 18	3.00	3.00	0.27
	OTHER	: 8	1.00	0.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	: 20	3.00	2.50	0.25
	POST INITIATED	: 30	4.00	2.50	0.30
E. COMMUNICATIONS ACTIVITIES		: 17	4.00	1.25	0.25
F. INVESTMENT ENQUIRIES	FROM CANADA	: 34	1.60	0.00	0.08
	FROM TERRITORIES	: 14	0.40	1.25	0.07
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA		: 5	0.00	0.50	0.02
	CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST			0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO	: 60	2.00	1.50	0.16
	HOST GOVERNMENT	: 25	3.00	3.75	0.30
	OTHER DEPARTMENT	: 35	1.60	1.25	0.13
	PROVINCES/MUNICIPALITIES	: 28	2.40	1.25	0.17
J. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.		6.00	7.50	0.60
	LEAVE, PROFESSIONAL DEVELOP		22.00	12.50	1.60
K. SERVICE TO OTHER MISSION PROGRAMS			3.00	2.50	0.25
L. TOURISM PROGRAM ACTIVITIES			0.00	0.00	0.00
***** TOTALS *****			100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 103
	FROM TERRIT	: 60
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 524
	FROM TERRIT	: 940

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	8
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 5
	-LOCALLY ENGAGED	: 4