

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/03/25

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : MEXICO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 1014	21.25	31.25	2.10
FROM TERRITORIES	: 1803	15.00	18.75	1.35
B. VISITS TO CLIENTS IN TERRITORY	: 153	8.75	7.50	0.65
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 11	6.25	1.25	0.30
MISSIONS	: 27	15.00	3.75	0.75
CONFERENCE SEMINARS	: 11	3.75	0.00	0.15
OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 28	2.50	6.25	0.35
POST INITIATED	: 30	3.75	8.75	0.50
E. COMMUNICATIONS ACTIVITIES	: 17	2.50	0.00	0.10
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 15	0.00	0.00	0.00
FROM TERRITORIES	: 12	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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 17	2.50	10.00	0.50
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 42	3.75	5.00	0.35
HOST GOVERNMENT	: 38	1.25	0.00	0.05
OTHER DEPARTMENT	: 31	1.25	0.00	0.05
PROVINCES/MUNICIPALITIES	: 21	1.25	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 13	6.25	1.25	0.30
LEAVE, PROFESSIONAL DEVELOP	: 13	5.00	6.25	0.45
K. SERVICE TO OTHER MISSION PROGRAMS	: 17	0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES	: 17	0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 395
FROM TERRIT : 1337

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 25

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