

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : MEXICO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 2227	18.00	20.00	1.70
FROM TERRITORIES	: 3811	8.80	17.50	1.14
B.VISITS TO CLIENTS IN TERRITORY	: 336	3.00	3.75	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS	: 21	18.00	17.50	1.60
MISSIONS	: 23	8.00	8.75	0.75
CONFERENCE SEMINARS	: 12	2.20	1.25	0.16
OTHER	: 250	1.00	1.25	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 26	2.00	0.75	0.13
POST INITIATED	: 13	2.00	0.75	0.13
E.COMMUNICATIONS ACTIVITIES	: 20	4.00	1.25	0.25
F.INVESTMENT ENQUIRIES FROM CANADA	: 26	1.00	0.00	0.05
FROM TERRITORIES	: 5	0.40	1.25	0.07
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	: 2.00	1.25	0.15	
I.SERVICE REQUESTS FM GOV'T SOURCES NGO	: 35	1.60	1.00	0.12
HOST GOVERNMENT	: 22	1.00	1.25	0.10
OTHER DEPARTMENT	: 37	1.60	1.25	0.13
PROVINCES/MUNICIPALITIES	: 34	2.40	1.25	0.17
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 6.00	2.50	0.40	
LEAVE, PROFESSIONAL DEVELOP	: 15.00	16.25	1.40	
K.SERVICE TO OTHER MISSION PROGRAMS	: 2.00	1.25	0.15	
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	: 97
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA	: 1994
FROM TERRIT	: 895
NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 8
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED	: 5
-LOCALLY ENGAGED	: 4