

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : MEXICO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 4288	25.00	33.25	2.33
FROM TERRITORIES	: 5352	18.75	20.00	1.55
B. VISITS TO CLIENTS IN TERRITORY	: 327	7.50	6.25	0.55
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 15	6.25	12.50	0.75
MISSIONS	: 33	10.00	10.00	0.80
CONFERENCE SEMINARS	: 34	2.50	1.25	0.15
OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 30	3.75	5.00	0.35
POST INITIATED	: 21	2.50	5.00	0.30
E. COMMUNICATIONS ACTIVITIES	: 22	3.75	0.00	0.15
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 16	1.25	0.00	0.05
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	: 2.50	5.00	0.30	
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 69	3.75	0.00	0.15
HOST GOVERNMENT	: 76	2.50	0.00	0.10
OTHER DEPARTMENT	: 67	1.25	1.75	0.12
PROVINCES/MUNICIPALITIES	: 34	1.25	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 5.00	0.00	0.20	
LEAVE, PROFESSIONAL DEVELOP	: 2.50	0.00	0.10	
K. SERVICE TO OTHER MISSION PROGRAMS	: 0.00	0.00	0.00	
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 707
	FROM TERRIT	: 1941
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 0
	FROM TERRIT	: 0
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 51
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 4
	-LOCALLY ENGAGED	: 4