

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : MEXICO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	2200	15.00	19.00	1.55
FROM TERRITORIES :	2410	7.50	14.00	1.00
B.VISITS TO CLIENTS IN TERRITORY :	320	3.75	7.00	0.50
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	12	3.75	4.00	0.35
MISSIONS :	27	10.00	8.00	0.80
CONFERENCE SEMINARS :	24	3.75	3.00	0.30
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	25	3.75	4.00	0.35
POST INITIATED :	30	5.00	5.00	0.45
E.COMMUNICATIONS ACTIVITIES :	15	2.50	2.00	0.20
F.INVESTMENT ENQUIRIES				
FROM CANADA :	6	1.25	0.00	0.05
FROM TERRITORIES :	10	1.25	2.00	0.15
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 :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	12	1.25	1.00	0.10
HOST GOVERNMENT :	23	3.75	4.00	0.35
OTHER DEPARTMENT :	26	5.00	5.00	0.45
PROVINCES/MUNICIPALITIES :	9	3.75	2.00	0.25
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.75	6.00	0.65
LEAVE, PROFESSIONAL DEVELOP :		17.50	10.00	1.20
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	2.00	0.20
L.TOURISM PROGRAM ACTIVITIES :		0.00	2.00	0.10
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	80
	FROM TERRIT :	65
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	260
	FROM TERRIT :	925

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	22
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	5