

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : MEXICO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 4401	19.28	26.42	3.20
FROM TERRITORIES	: 2335	14.28	17.14	2.20
B. VISITS TO CLIENTS IN TERRITORY	: 194	7.14	7.14	1.00
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 12	12.14	10.71	1.60
MISSIONS	: 14	6.42	2.85	0.65
CONFERENCE SEMINARS	: 15	3.57	1.42	0.35
OTHER	: 17	2.14	1.42	0.25
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 8	2.14	1.42	0.25
POST INITIATED	: 24	2.85	1.42	0.30
E. COMMUNICATIONS ACTIVITIES	: 32	2.85	0.71	0.25
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 34	0.71	0.71	0.10
FROM TERRITORIES	: 28	0.71	2.14	0.20
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 0	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 17	0.00	0.71	0.05
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 17	1.42	4.28	0.40
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 278	2.14	2.14	0.30
HOST GOVERNMENT	: 96	1.42	2.85	0.30
OTHER DEPARTMENT	: 201	1.42	2.85	0.30
PROVINCES/MUNICIPALITIES	: 76	1.42	1.42	0.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 17	3.57	1.42	0.35
LEAVE, PROFESSIONAL DEVELOP	: 17	5.71	7.14	0.90
K. SERVICE TO OTHER MISSION PROGRAMS	: 17	5.00	2.14	0.50
L. TOURISM PROGRAM ACTIVITIES	: 17	3.57	1.42	0.35
***** TOTALS *****		99.90	99.87	14.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 93
FROM TERRIT : 95
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 526
FROM TERRIT : 474

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 18

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED : 7
- LOCALLY ENGAGED : 7