

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : MEXICO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	4500	20.00	27.14	3.30
FROM TERRITORIES :	2400	14.28	17.85	2.25
B.VISITS TO CLIENTS IN TERRITORY :	176	7.14	7.14	1.00
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	19	12.14	10.71	1.60
MISSIONS :	18	6.42	2.85	0.65
CONFERENCE SEMINARS :	21	3.57	1.42	0.35
OTHER :	9	1.42	1.42	0.20
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	2.14	1.42	0.25
POST INITIATED :	25	2.85	1.42	0.30
E.COMMUNICATIONS ACTIVITIES :	48	3.57	0.71	0.30
F.INVESTMENT ENQUIRIES				
FROM CANADA :	35	0.71	0.71	0.10
FROM TERRITORIES :	60	0.71	2.14	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.71	0.00	0.05
CONNECTIONS ARRANGED :	17	0.00	0.71	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.42	3.57	0.35
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	530	2.14	2.14	0.30
HOST GOVERNMENT :	44	1.42	2.14	0.25
OTHER DEPARTMENT :	124	1.42	2.85	0.30
PROVINCES/MUNICIPALITIES :	66	1.42	1.42	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.57	1.42	0.35
LEAVE, PROFESSIONAL DEVELOP :		5.00	6.42	0.80
K.SERVICE TO OTHER MISSION PROGRAMS :		5.71	2.85	0.60
L.TOURISM PROGRAM ACTIVITIES :		2.14	1.42	0.25
***** TOTALS *****		99.90	99.87	14.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 188
FROM TERRIT : 173
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 1004
FROM TERRIT : 2226

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 19

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