

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : MEXICO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	3920	21.14	27.28	3.39
FROM TERRITORIES :	2281	14.28	17.85	2.25
B. VISITS TO CLIENTS IN TERRITORY :	236	7.14	3.57	0.75
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	10.00	10.00	1.40
MISSIONS :	9	2.14	2.14	0.30
CONFERENCE SEMINARS :	7	2.14	1.42	0.25
OTHER :	18	2.14	1.42	0.25
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	1.14	0.57	0.12
POST INITIATED :	51	5.00	2.85	0.55
E. COMMUNICATIONS ACTIVITIES :	38	4.28	0.71	0.35
F. INVESTMENT ENQUIRIES				
FROM CANADA :	31	0.71	0.71	0.10
FROM TERRITORIES :	21	0.71	1.42	0.15
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.14	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		6.42	7.14	0.95
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	107	2.14	2.14	0.30
HOST GOVERNMENT :	114	1.14	1.42	0.18
OTHER DEPARTMENT :	103	2.14	2.14	0.30
PROVINCES/MUNICIPALITIES :	134	2.14	2.14	0.30
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.85	2.85	0.40
LEAVE, PROFESSIONAL DEVELOP :		5.71	8.57	1.00
K. SERVICE TO OTHER MISSION PROGRAMS :		5.71	0.71	0.45
L. TOURISM PROGRAM ACTIVITIES :		0.71	2.85	0.25
***** TOTALS *****		99.92	99.90	14.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	178
	FROM TERRIT :	76
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	971
	FROM TERRIT :	1113

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 27

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