

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : MEXICO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	240	9.00	42.00	1.62
FROM TERRITORIES	171	11.00	20.66	1.06
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 99	9.25	4.33	0.50
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	0.00	1.66	0.05
MISSIONS	10	12.50	11.00	0.83
OTHER	9	0.75	7.33	0.25
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	26	9.50	0.66	0.40
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	10	1.00	0.00	0.04
FROM TERRITORIES	8	0.25	0.00	0.01
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	2	0.00	0.66	0.02
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	2	6.25	0.00	0.25
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	47	9.50	2.00	0.44
FROM OTHER GOV'T SOURCES- CONTACTS	28	2.00	0.66	0.10
- REPORTS	23	1.50	0.00	0.06
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		16.25	0.00	0.65
LEAVE, PROFESSIONAL DEVELOP		6.00	4.00	0.36
J. SERVICE TO OTHER MISSION PROGRAMS		5.25	5.00	0.36
***** TOTALS *****		100.00	99.96	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 110  
FROM TERRIT : 401

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4  
- LOCALLY-ENGAGED : 3