

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : MEXICO

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG PERSON-QTR
A. EXPORT ENQUIRIES			
FROM CANADA	362	11.25	51.66
FROM TERRITORIES	240	9.00	16.33
B. VISITS TO CLIENTS IN TERRITORY VISITS	127	11.75	3.00
C. EXPORT PROMOTION PROJECTS & EVENTS			
FAIRS	2	0.50	0.00
MISSIONS	11	2.25	3.33
OTHER	9	4.00	0.66
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	30	11.75	1.33
E. INVESTMENT/PROMOTION ENQUIRIES			
FROM CANADA	9	1.00	0.33
FROM TERRITORIES	11	1.50	0.33
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	10	0.25	1.00
CONNECTIONS ARRANGED	7	0.50	1.33
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	1	2.50	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	56	6.50	1.66
FROM OTHER GOV'T SOURCES- CONTACTS	89	12.00	2.00
- REPORTS	3	1.00	0.66
I. ADMINISTRATION:			
PROGRAM MANAGEMENT & ADMIN.		10.50	2.00
LEAVE, PROFESSIONAL DEVELOP		10.25	8.33
J. SERVICE TO OTHER MISSION PROGRAMS		3.50	6.00
***** TOTALS *****		100.00	99.95

NUMBER OF BUSINESS VISITORS FROM CANADA : 82  
FROM TERRIT : 250

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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