

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : MEXICO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	211	6.75	42.00	1.53
FROM TERRITORIES :	193	6.00	25.66	1.01
B. VISITS TO CLIENTS IN TERRITORY VISITS :	98	9.00	4.66	0.50
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	2	0.50	0.66	0.04
MISSIONS :	8	2.00	3.66	0.23
OTHER :	14	0.50	1.00	0.05
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	10	3.00	2.66	0.20
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	17	1.25	0.00	0.05
FROM TERRITORIES :	10	1.00	0.00	0.04
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	1	0.00	0.33	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA :	1	0.50	0.00	0.02
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	43	10.75	2.66	0.51
FROM OTHER GOV'T SOURCES- CONTACTS :	64	3.50	0.66	0.16
- REPORTS :	10	2.00	0.00	0.08
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		17.25	1.66	0.74
LEAVE, PROFESSIONAL DEVELOP :		28.50	6.33	1.33
J. SERVICE TO OTHER MISSION PROGRAMS :		7.50	6.00	0.48
***** TOTALS *****		100.00	99.94	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 58
FROM TERRIT : 180

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

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