

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : MEXICO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1292	18.00	20.00	1.70
FROM TERRITORIES :	1830	8.80	17.50	1.14
B.VISITS TO CLIENTS IN TERRITORY :	184	3.00	3.75	0.30
C.EXPORT/TRADE/POLICY FAIRS :	3	8.00	11.25	0.85
PROJECTS AND EVENTS MISSIONS :	7	12.00	12.50	1.10
CONFERENCE SEMINARS :	11	5.20	2.50	0.36
OTHER :	4	1.00	2.50	0.15
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.00	0.75	0.08
POST INITIATED :	37	3.00	0.75	0.18
E.COMMUNICATIONS ACTIVITIES :	21	4.00	1.25	0.25
F.INVESTMENT ENQUIRIES FROM CANADA :	22	1.00	0.00	0.05
FROM TERRITORIES :	2	0.40	1.25	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	10	0.40	0.50	0.04
HOST GOVERNMENT :	17	1.00	1.25	0.10
OTHER DEPARTMENT :	46	2.80	1.75	0.21
PROVINCES/MUNICIPALITIES :	24	2.40	1.25	0.17
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	2.50	0.40
LEAVE, PROFESSIONAL DEVELOP :		20.00	17.50	1.70
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	1.25	0.15
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	113
FROM TERRIT :	63
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	711
FROM TERRIT :	1246

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	23
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	4