

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

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

POST : LIMA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	188	11.00	20.00	0.51
FROM TERRITORIES :	355	5.00	17.50	0.40
B. VISITS TO CLIENTS IN TERRITORY :	44	3.00	11.00	0.25
C. EXPORT/TRADE/POLICY FAIRS :	1	0.00	4.00	0.08
PROJECTS AND EVENTS MISSIONS :	3	14.00	8.50	0.31
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	3	1.00	1.50	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	5.00	0.50	0.06
POST INITIATED :	5	3.00	4.50	0.12
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	3	1.00	0.00	0.01
FROM TERRITORIES :	7	0.00	1.00	0.02
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 :	3	1.00	0.00	0.01
HOST GOVERNMENT :	4	2.00	0.00	0.02
OTHER DEPARTMENT :	15	14.00	0.00	0.14
PROVINCES/MUNICIPALITIES :	15	3.00	2.00	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		23.00	4.00	0.31
LEAVE, PROFESSIONAL DEVELOP :		8.00	25.50	0.59
K. SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.00	0.06
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	9
FROM TERRIT :	9
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	23
FROM TERRIT :	20
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	9
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2