

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : LIMA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 330	18.00	33.00	0.84
FROM TERRITORIES	: 1248	25.00	31.00	0.87
B. VISITS TO CLIENTS IN TERRITORY	: 50	7.00	5.00	0.17
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 1	0.00	5.50	0.11
MISSIONS	: 0	0.00	0.00	0.00
CONFERENCE SEMINARS	: 1	8.00	4.00	0.16
OTHER	: 4	15.00	11.50	0.38
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 3	3.00	2.50	0.08
POST INITIATED	: 3	2.00	2.50	0.07
E. COMMUNICATIONS ACTIVITIES	: 32	7.00	1.00	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 0	0.00	0.00	0.00
FROM TERRITORIES	: 0	0.00	0.00	0.00
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	: 7.00	0.00	0.00	0.07
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 0	0.00	0.00	0.00
HOST GOVERNMENT	: 2	3.00	0.00	0.03
OTHER DEPARTMENT	: 0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES	: 0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 5.00	1.50	0.08	
LEAVE, PROFESSIONAL DEVELOP	: 0.00	2.50	0.05	
K. SERVICE TO OTHER MISSION PROGRAMS	: 0.00	0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 0
	FROM TERRIT	: 0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 26
	FROM TERRIT	: 30
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 1
	-LOCALLY ENGAGED	: 2