

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : LIMA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	401	18.50	30.00	0.97
FROM TERRITORIES :	277	12.00	24.00	0.72
B.VISITS TO CLIENTS IN TERRITORY :	83	14.00	21.50	0.71
C.EXPORT/TRADE/POLICY FAIRS :	1	1.50	2.00	0.07
PROJECTS AND EVENTS MISSIONS :	1	1.00	0.00	0.02
CONFERENCE SEMINARS :	3	4.00	1.00	0.10
OTHER :	2	5.50	0.00	0.11
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	1	0.00	1.50	0.03
POST INITIATED :	2	0.00	5.00	0.10
E.COMMUNICATIONS ACTIVITIES :	1	0.50	0.00	0.01
F.INVESTMENT ENQUIRIES FROM CANADA :	10	3.50	0.50	0.08
FROM TERRITORIES :	30	6.50	10.00	0.33
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	9	2.50	0.50	0.06
CONNECTIONS ARRANGED :	3	1.00	0.00	0.02
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	7	2.50	0.00	0.05
HOST GOVERNMENT :	6	2.00	0.00	0.04
OTHER DEPARTMENT :	11	4.50	0.50	0.10
PROVINCES/MUNICIPALITIES :	8	2.00	1.50	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.00	1.50	0.07
LEAVE, PROFESSIONAL DEVELOP :		11.00	0.50	0.23
K.SERVICE TO OTHER MISSION PROGRAMS :		5.50	0.00	0.11
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 42
FROM TERRIT : 189

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 2