

20/10/93

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1993

POST	: LIMA	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
			CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA :	233	25.00	38.00	0.63
	FROM TERRITORIES :	616	34.00	34.00	0.68
B. VISITS TO CLIENTS IN TERRITORY	:	81	10.00	16.00	0.26
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS :	0	0.00	0.00	0.00
	MISSIONS :	1	5.00	5.00	0.10
	CONFERENCE SEMINARS :	3	3.00	0.00	0.03
	OTHER :	1	1.00	0.00	0.01
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED :	0	0.00	0.00	0.00
	POST INITIATED :	4	3.00	0.00	0.03
E. COMMUNICATIONS ACTIVITIES	:	117	10.00	0.00	0.10
F. INVESTMENT ENQUIRIES	FROM CANADA :	0	0.00	0.00	0.00
	FROM TERRITORIES :	2	0.00	1.00	0.01
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'T'N IN PROG-REL EVENTS OUTSIDE POST	:		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO :	0	0.00	0.00	0.00
	HOST GOVERNMENT :	1	1.00	0.00	0.01
	OTHER DEPARTMENT :	3	2.00	0.00	0.02
	PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:			5.00	6.00	0.11
	LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS	:		1.00	0.00	0.01
L. TOURISM PROGRAM ACTIVITIES	:		0.00	0.00	0.00
***** TOTALS *****			100.00	100.00	2.00
NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	3			
	FROM TERRIT :	0			
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	41			
	FROM TERRIT :	98			
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	3			
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1			
	-LOCALLY ENGAGED :	1			