

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : LIMA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	148	7.50	12.50	0.40
FROM TERRITORIES :	348	12.50	27.00	0.79
B. VISITS TO CLIENTS IN TERRITORY :	135	15.00	34.50	0.99
C. EXPORT/TRADE/POLICY FAIRS :	1	2.50	0.00	0.05
PROJECTS AND EVENTS MISSIONS :	3	12.50	0.50	0.26
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	2	8.50	7.50	0.32
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	17	9.00	9.50	0.37
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	20	0.50	4.50	0.10
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 :		6.50	0.00	0.13
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	5.00	0.00	0.10
OTHER DEPARTMENT :	17	5.00	0.00	0.10
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	4.00	0.33
LEAVE, PROFESSIONAL DEVELOP :		0.50	0.00	0.01
K. SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 31  
FROM TERRIT : 128

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

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