

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : LIMA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	218	10.00	17.50	0.45
FROM TERRITORIES :	489	8.00	17.00	0.42
B.VISITS TO CLIENTS IN TERRITORY :	36	8.00	5.50	0.19
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	16.00	11.00	0.38
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	8	3.00	2.50	0.08
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	6.00	2.50	0.11
POST INITIATED :	15	7.00	6.50	0.20
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	2	0.00	0.50	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'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	10.00	0.20
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	2.00	0.00	0.02
OTHER DEPARTMENT :	7	4.00	0.00	0.04
PROVINCES/MUNICIPALITIES :	12	3.00	1.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	2.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		22.00	21.50	0.65
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	2.50	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 :	3
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	28
	FROM TERRIT :	48
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2