

25/05/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : LIMA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 164	9.00	22.00	0.53
FROM TERRITORIES	: 322	7.00	33.00	0.73
B.VISITS TO CLIENTS IN TERRITORY	: 71	10.00	10.00	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 3	8.00	8.50	0.25
CONFERENCE SEMINARS	: 1	2.00	2.50	0.07
OTHER	: 2	1.00	2.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 2	6.00	4.00	0.14
POST INITIATED	: 7	10.00	10.00	0.30
E.COMMUNICATIONS ACTIVITIES	: 0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 0	0.00	0.00	0.00
FROM TERRITORIES	: 7	0.00	2.50	0.05
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	: 1	1.00	0.00	0.01
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 0	0.00	0.00	0.00
HOST GOVERNMENT	: 3	4.00	0.00	0.04
OTHER DEPARTMENT	: 3	4.00	0.50	0.05
PROVINCES/MUNICIPALITIES	: 10	10.00	0.50	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 10	10.00	4.50	0.19
LEAVE, PROFESSIONAL DEVELOP	: 0	0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS	: 18	18.00	0.00	0.18
L.TOURISM PROGRAM ACTIVITIES	: 0	0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 2
	FROM TERRIT	: 5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 21
	FROM TERRIT	: 75

NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 6
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 1
	-LOCALLY ENGAGED	: 2