

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : LIMA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	440	22.00	26.00	0.96
FROM TERRITORIES :	337	19.50	20.50	0.80
B. VISITS TO CLIENTS IN TERRITORY	91	23.50	14.50	0.76
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	1	0.50	0.50	0.02
MISSIONS :	7	8.50	10.50	0.38
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	5	0.50	6.50	0.14
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	11	1.50	1.00	0.05
FROM TERRITORIES :	23	4.00	1.00	0.10
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	2	1.00	0.00	0.02
CONNECTIONS ARRANGED :	1	0.50	0.00	0.01
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	1	3.50	0.00	0.07
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	5	2.00	0.50	0.05
FROM OTHER GOV'T SOURCES- CONTACTS :	42	6.50	0.00	0.13
- REPORTS :	2	1.00	0.00	0.02
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		2.50	6.50	0.18
LEAVE, PROFESSIONAL DEVELOP :		0.50	12.50	0.26
J. SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 57
FROM TERRIT : 208

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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