

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : LIMA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	259	14.50	28.00	0.85
FROM TERRITORIES :	303	16.50	32.50	0.98
B. VISITS TO CLIENTS IN TERRITORY :	71	7.00	11.00	0.36
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS :				
FAIRS :	1	1.00	1.50	0.05
MISSIONS :	2	2.50	4.00	0.13
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	3	3.00	2.50	0.11
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.00	5.00	0.10
POST INITIATED :	3	3.00	1.50	0.09
E. COMMUNICATIONS ACTIVITIES :	1	1.00	0.00	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	5	0.50	1.50	0.04
FROM TERRITORIES :	17	2.00	2.50	0.09
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	1.00	0.50	0.03
CONNECTIONS ARRANGED :	1	0.50	0.00	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES :				
NGO :	3	1.00	0.00	0.02
HOST GOVERNMENT :	3	1.00	0.00	0.02
OTHER DEPARTMENT :	16	3.00	2.00	0.10
PROVINCES/MUNICIPALITIES :	9	1.00	2.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.50	5.50	0.22
LEAVE, PROFESSIONAL DEVELOP :		32.50	0.00	0.65
K. SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 58
FROM TERRIT : 161

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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