

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : NAIROBI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	152	20.00	30.00	0.50
FROM TERRITORIES :	198	15.00	50.00	0.65
B. VISITS TO CLIENTS IN TERRITORY :	65	16.00	8.00	0.24
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	5.00	2.00	0.07
CONFERENCE SEMINARS :	3	1.00	0.00	0.01
OTHER :	6	3.00	0.00	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	2.00	0.03
POST INITIATED :	3	3.00	0.00	0.03
E. COMMUNICATIONS ACTIVITIES :	2	1.00	0.00	0.01
F. INVESTMENT ENQUIRIES FROM CANADA :	2	1.00	0.00	0.01
FROM TERRITORIES :	2	1.00	0.00	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	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	1.00	0.01
HOST GOVERNMENT :	6	2.00	2.00	0.04
OTHER DEPARTMENT :	12	6.00	3.00	0.09
PROVINCES/MUNICIPALITIES :	4	7.00	2.00	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		8.00	0.00	0.08
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 43
FROM TERRIT : 58

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 1