

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : NAIROBI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	130	18.00	25.00	0.43
FROM TERRITORIES :	173	12.00	42.00	0.54
B. VISITS TO CLIENTS IN TERRITORY :	149	30.00	27.00	0.57
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	2.00	0.00	0.02
MISSIONS :	1	3.00	0.00	0.03
CONFERENCE SEMINARS :	1	2.00	0.00	0.02
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	3.00	0.00	0.03
POST INITIATED :	4	7.00	0.00	0.07
E. COMMUNICATIONS ACTIVITIES :	2	2.00	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	1.00	0.00	0.01
FROM TERRITORIES :	0	0.00	0.00	0.00
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 :		2.00	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	14	3.00	3.00	0.06
OTHER DEPARTMENT :	12	3.00	2.00	0.05
PROVINCES/MUNICIPALITIES :	3	3.00	1.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		2.00	0.00	0.02
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 45  
FROM TERRIT : 60

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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