

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : LAGOS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	267	15.00	30.00	1.20
FROM TERRITORIES :	507	15.00	41.00	1.53
B.VISITS TO CLIENTS IN TERRITORY :	107	5.00	10.00	0.40
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	1	5.00	0.00	0.10
CONFERENCE SEMINARS :	2	2.50	1.66	0.10
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.50	0.00	0.05
POST INITIATED :	6	5.00	3.33	0.20
E.COMMUNICATIONS ACTIVITIES :	6	2.50	0.00	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	4	0.50	0.66	0.03
FROM TERRITORIES :	12	1.00	1.66	0.07
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'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	2.50	0.00	0.05
HOST GOVERNMENT :	8	1.00	1.66	0.07
OTHER DEPARTMENT :	16	4.50	3.33	0.19
PROVINCES/MUNICIPALITIES :	3	0.50	0.00	0.01
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		30.00	3.33	0.70
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	3.33	0.10
***** TOTALS *****		100.00	99.96	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 61
FROM TERRIT : 368

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3