

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

89/10/05

POST : ABIDJAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	132	26.00	30.00	0.82
FROM TERRITORIES :	87	5.00	20.00	0.30
B.VISITS TO CLIENTS IN TERRITORY :	78	17.50	10.00	0.45
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	5.00	10.00	0.20
MISSIONS :	1	2.50	0.00	0.05
CONFERENCE SEMINARS :	1	0.50	0.00	0.01
OTHER :	3	4.00	0.00	0.08
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	3.00	4.00	0.10
POST INITIATED :	4	4.00	1.00	0.09
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	0.00	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.50	0.00	0.01
HOST GOVERNMENT :	4	1.50	0.00	0.03
OTHER DEPARTMENT :	6	3.00	0.00	0.06
PROVINCES/MUNICIPALITIES :	6	2.50	0.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		13.50	25.00	0.52
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 36
FROM TERRIT : 58

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 1