

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : NAIROBI

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	300	19.00	39.00	0.58
FROM TERRITORIES	275	24.00	26.00	0.50
B. VISITS TO CLIENTS IN TERRITORY VISITS :	94	33.00	12.00	0.45
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	1	0.00	1.00	0.01
MISSIONS :	1	1.00	0.00	0.01
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	3	2.00	0.00	0.02
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	9	1.00	1.00	0.02
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	10	2.00	12.00	0.14
FROM OTHER GOV'T SOURCES- CONTACTS :	3	0.00	0.00	0.00
- REPORTS :	13	2.00	4.00	0.06
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		12.00	5.00	0.17
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
J. SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.04
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 22  
FROM TERRIT : 36

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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