

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : LAGOS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	176	20.00	23.33	1.10
FROM TERRITORIES :	332	12.50	50.00	1.75
B. VISITS TO CLIENTS IN TERRITORY :	211	11.50	13.33	0.63
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	0	0.00	0.00	0.00
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	1	5.00	0.00	0.10
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.50	0.00	0.03
POST INITIATED :	3	2.50	0.00	0.05
E. COMMUNICATIONS ACTIVITIES :	2	2.00	0.00	0.04
F. INVESTMENT ENQUIRIES FROM CANADA :	5	1.50	1.66	0.08
FROM TERRITORIES :	8	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 :		15.00	0.00	0.30
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	11	7.50	0.00	0.15
HOST GOVERNMENT :	6	2.00	0.00	0.04
OTHER DEPARTMENT :	16	4.00	1.66	0.13
PROVINCES/MUNICIPALITIES :	3	1.50	0.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	0.00	0.18
LEAVE, PROFESSIONAL DEVELOP :		0.00	8.33	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		3.50	0.00	0.07
***** TOTALS *****		100.00	99.97	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 44
FROM TERRIT : 238

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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