

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : NAIROBI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	162	20.00	28.00	0.48
FROM TERRITORIES :	188	15.00	36.00	0.51
B. VISITS TO CLIENTS IN TERRITORY :	146	25.00	25.00	0.50
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	1.00	0.00	0.01
MISSIONS :	1	1.00	0.00	0.01
CONFERENCE SEMINARS :	2	1.00	0.00	0.01
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	2.00	1.00	0.03
POST INITIATED :	4	8.00	2.00	0.10
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	4	1.00	2.00	0.03
FROM TERRITORIES :	2	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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	29	3.00	3.00	0.06
OTHER DEPARTMENT :	23	2.00	2.00	0.04
PROVINCES/MUNICIPALITIES :	5	3.00	0.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	1.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		10.00	0.00	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.03
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 43
FROM TERRIT : 60

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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