

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/03/25

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : LAGOS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	275	23.00	30.66	1.38
FROM TERRITORIES :	409	12.50	43.33	1.55
B. VISITS TO CLIENTS IN TERRITORY :	110	10.00	16.66	0.70
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.00	0.00	0.02
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	2	2.50	0.00	0.05
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	2	1.00	0.66	0.04
E. COMMUNICATIONS ACTIVITIES :	2	1.50	0.00	0.03
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.50	0.00	0.01
FROM TERRITORIES :	3	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. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	9	1.00	1.66	0.07
HOST GOVERNMENT :	13	3.50	1.66	0.12
OTHER DEPARTMENT :	16	2.00	2.00	0.10
PROVINCES/MUNICIPALITIES :	16	5.50	0.00	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.50	0.66	0.23
LEAVE, PROFESSIONAL DEVELOP :		18.00	1.00	0.39
K. SERVICE TO OTHER MISSION PROGRAMS :		7.50	1.66	0.20
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 40
FROM TERRIT : 241

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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