

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : NAIROBI

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA :	339	25.00	25.00	0.50
	FROM TERRITORIES :	267	22.00	20.00	0.42
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	63	20.00	13.00	0.33
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS :	0	0.00	0.00	0.00
	MISSIONS :	3	4.00	5.00	0.09
	OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	:	7	3.00	2.00	0.05
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA :	0	0.00	0.00	0.00
	FROM TERRITORIES :	8	1.00	1.00	0.02
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	:	0	0.00	0.00	0.00
	CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	:	1	0.00	15.00	0.15
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	:	8	3.00	0.00	0.03
	FROM OTHER GOV'T SOURCES- CONTACTS :	10	2.00	1.00	0.03
	- REPORTS :	7	1.00	1.00	0.02
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN. :		11.00	4.00	0.15
	LEAVE, PROFESSIONAL DEVELOP :		2.00	13.00	0.15
J. SERVICE TO OTHER MISSION PROGRAMS	:		6.00	0.00	0.06
***** TOTALS *****			100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 30
FROM TERRIT : 37

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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