

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/10/05

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : NAIROBI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	264	32.00	35.00	0.67
FROM TERRITORIES :	245	10.00	45.00	0.55
B. VISITS TO CLIENTS IN TERRITORY :	52	18.00	6.00	0.24
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 :	2	1.00	0.00	0.01
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	1.00	0.02
POST INITIATED :	9	4.00	1.00	0.05
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	4	1.00	0.00	0.01
FROM TERRITORIES :	7	1.00	1.00	0.02
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 :		5.00	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	1.00	1.00	0.02
HOST GOVERNMENT :	16	2.00	3.00	0.05
OTHER DEPARTMENT :	9	1.00	3.00	0.04
PROVINCES/MUNICIPALITIES :	7	1.00	2.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	2.00	0.17
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		7.00	0.00	0.07
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 37
FROM TERRIT : 41

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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