

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : LAGOS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	144	16.00	30.00	0.92
FROM TERRITORIES :	287	21.50	45.00	1.33
B.VISITS TO CLIENTS IN TERRITORY :	103	18.50	15.00	0.67
C.EXPORT/TRADE/POLICY FAIRS :	2	3.50	0.00	0.07
PROJECTS AND EVENTS MISSIONS :	3	0.00	5.00	0.10
CONFERENCE SEMINARS :	1	0.50	0.00	0.01
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	5	2.50	0.00	0.05
POST INITIATED :	3	1.00	0.00	0.02
E.COMMUNICATIONS ACTIVITIES :	5	2.50	0.00	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	5	2.00	0.00	0.04
FROM TERRITORIES :	4	1.50	0.00	0.03
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.PARTICPT'N 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 :	4	6.50	0.00	0.13
OTHER DEPARTMENT :	9	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	4	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	0.00	0.24
LEAVE, PROFESSIONAL DEVELOP :		0.50	0.00	0.01
K.SERVICE TO OTHER MISSION PROGRAMS :		11.50	5.00	0.33
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 29  
FROM TERRIT : 120

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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