

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

91/01/09

SUB-REGION: AFRICA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 1410	24.77	29.44	4.88
FROM TERRITORIES	: 961	13.55	27.88	3.73
B.VISITS TO CLIENTS IN TERRITORY	: 574	13.55	17.33	2.78
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 4	0.22	0.22	0.04
MISSIONS	: 9	3.00	2.55	0.50
CONFERENCE SEMINARS	: 3	0.44	0.00	0.04
OTHER	: 6	0.22	0.11	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 22	2.44	1.33	0.34
POST INITIATED	: 31	5.22	5.66	0.98
E.COMMUNICATIONS ACTIVITIES	: 6	1.33	0.44	0.16
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 14	0.66	0.55	0.11
FROM TERRITORIES	: 18	0.77	0.33	0.10
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	0.77	0.00	0.07
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 29	1.00	1.66	0.24
HOST GOVERNMENT	: 45	1.22	2.11	0.30
OTHER DEPARTMENT	: 75	2.55	1.88	0.40
PROVINCES/MUNICIPALITIES	: 23	1.00	1.00	0.18
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.44	0.22	0.69
LEAVE, PROFESSIONAL DEVELOP :		12.11	5.22	1.56
K.SERVICE TO OTHER MISSION PROGRAMS	: 0	7.66	2.00	0.87
L.TOURISM PROGRAM ACTIVITIES	: 0	0.00	0.00	0.00
***** TOTALS *****		99.92	99.93	18.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 209
FROM TERRIT : 523

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 34

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 9
- LOCALLY-ENGAGED : 9