

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : KINSHASA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	113	24.00	25.00	0.49
FROM TERRITORIES :	175	24.00	20.00	0.44
B. VISITS TO CLIENTS IN TERRITORY :	45	12.00	12.00	0.24
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	0	3.00	0.00	0.03
CONFERENCE SEMINARS :	1	0.00	4.00	0.04
OTHER :	4	0.00	8.00	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.00	8.00	0.08
POST INITIATED :	3	0.00	8.00	0.08
E. COMMUNICATIONS ACTIVITIES :	0	2.00	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	10	1.00	4.00	0.05
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'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.00	0.03
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	5.00	0.05
HOST GOVERNMENT :	27	8.00	5.00	0.13
OTHER DEPARTMENT :	0	10.00	0.00	0.10
PROVINCES/MUNICIPALITIES :	1	0.00	1.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.03
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 35
FROM TERRIT : 75

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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