

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/01/22

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : NAIROBI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	112	17.00	30.00	0.47
FROM TERRITORIES :	128	13.00	50.00	0.63
B. VISITS TO CLIENTS IN TERRITORY :	72	40.00	8.00	0.48
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 :	1	1.00	0.00	0.01
OTHER :	1	1.00	0.00	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	1.00	0.00	0.01
POST INITIATED :	1	1.00	0.00	0.01
E. COMMUNICATIONS ACTIVITIES :	2	1.00	0.00	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	1.00	0.00	0.01
FROM TERRITORIES :	5	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'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	1.00	2.00	0.03
HOST GOVERNMENT :	14	5.00	4.00	0.09
OTHER DEPARTMENT :	8	2.00	2.00	0.04
PROVINCES/MUNICIPALITIES :	7	2.00	2.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	0.00	0.08
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.00	0.01
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 23
FROM TERRIT : 22

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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