

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : ABIDJAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	263	37.50	20.00	0.95
FROM TERRITORIES :	52	9.00	12.00	0.30
B. VISITS TO CLIENTS IN TERRITORY :	117	16.00	35.00	0.67
C. EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	5	8.00	0.00	0.16
CONFERENCE SEMINARS :	2	0.50	0.00	0.01
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	1.00	0.00	0.02
POST INITIATED :	2	2.50	0.00	0.05
E. COMMUNICATIONS ACTIVITIES :	2	0.50	0.00	0.01
F. INVESTMENT ENQUIRIES FROM CANADA :	4	1.00	0.00	0.02
FROM TERRITORIES :	0	0.00	0.00	0.00
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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	13	2.50	0.00	0.05
PROVINCES/MUNICIPALITIES :	5	1.00	0.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	0.00	0.32
LEAVE, PROFESSIONAL DEVELOP :		1.00	33.00	0.35
K. SERVICE TO OTHER MISSION PROGRAMS :		3.50	0.00	0.07
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 65
FROM TERRIT : 52

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 1