

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : NAIROBI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	237	25.00	35.00	0.95
FROM TERRITORIES	130	15.00	15.00	0.45
B. VISITS TO CLIENTS IN TERRITORY	83	8.00	7.50	0.23
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	4	0.00	3.50	0.07
MISSIONS	2	7.00	0.00	0.07
OTHER	1	1.00	0.00	0.01
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	7	2.00	1.00	0.04
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	0	0.00	0.00	0.00
FROM TERRITORIES	6	1.00	0.50	0.02
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	1	0.00	0.50	0.01
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	20	15.00	0.00	0.15
FROM OTHER GOV'T SOURCES- CONTACTS	6	12.00	2.50	0.17
- REPORTS	15	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		5.00	2.00	0.09
LEAVE, PROFESSIONAL DEVELOP		8.00	7.50	0.23
J. SERVICE TO OTHER MISSION PROGRAMS		0.00	25.00	0.50
***** TOTALS *****		99.00	100.00	2.99

NUMBER OF BUSINESS VISITORS FROM CANADA : 29
FROM TERRIT : 24

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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