

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/01/18

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : NAIROBI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	289	15.00	29.00	0.44
FROM TERRITORIES :	319	13.00	34.00	0.47
B. VISITS TO CLIENTS IN TERRITORY :	89	34.00	16.00	0.50
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	6.00	2.00	0.08
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	1.00	3.00	0.04
POST INITIATED :	3	2.00	0.00	0.02
E. COMMUNICATIONS ACTIVITIES :	1	2.00	1.00	0.03
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	1.00	0.00	0.01
FROM TERRITORIES :	8	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 :	4	0.00	0.00	0.00
HOST GOVERNMENT :	10	1.00	2.00	0.03
OTHER DEPARTMENT :	9	1.00	2.00	0.03
PROVINCES/MUNICIPALITIES :	7	1.00	3.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	6.00	0.21
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		7.00	1.00	0.08
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 38
FROM TERRIT : 27

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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