

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : LAGOS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	225	21.00	21.66	1.07
FROM TERRITORIES :	369	17.50	40.00	1.55
B.VISITS TO CLIENTS IN TERRITORY :	114	10.00	19.33	0.78
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	2	7.50	3.33	0.25
CONFERENCE SEMINARS :	2	2.00	0.00	0.04
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.50	0.33	0.06
POST INITIATED :	6	5.00	0.66	0.12
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	3.50	0.00	0.07
FROM TERRITORIES :	4	1.00	0.00	0.02
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.33	0.01
CONNECTIONS ARRANGED :	11	0.00	1.00	0.03
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	8.33	0.25
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	0.00	1.66	0.05
HOST GOVERNMENT :	6	2.00	0.00	0.04
OTHER DEPARTMENT :	19	3.00	1.33	0.10
PROVINCES/MUNICIPALITIES :	4	1.50	0.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	0.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		3.50	0.66	0.09
K.SERVICE TO OTHER MISSION PROGRAMS :		7.00	1.33	0.18
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 64
FROM TERRIT : 300

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3