

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : NAIROBI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	252	34.00	35.00	0.69
FROM TERRITORIES :	331	11.00	40.00	0.51
B.VISITS TO CLIENTS IN TERRITORY :	66	17.00	5.00	0.22
C.EXPORT/TRADE/POLICY FAIRS :	1	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	1	3.00	5.00	0.08
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.00	6.00	0.07
POST INITIATED :	6	2.00	0.00	0.02
E.COMMUNICATIONS ACTIVITIES :	7	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	6	1.00	0.00	0.01
FROM TERRITORIES :	6	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 :	5	0.00	1.00	0.01
HOST GOVERNMENT :	22	2.00	3.00	0.05
OTHER DEPARTMENT :	9	1.00	1.00	0.02
PROVINCES/MUNICIPALITIES :	9	1.00	2.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		19.00	1.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
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 : 44
FROM TERRIT : 45

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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