

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/10/03

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : NAIROBI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 193	12.00	33.00	0.45
FROM TERRITORIES	: 142	10.00	33.00	0.43
B. VISITS TO CLIENTS IN TERRITORY	: 95	15.00	14.00	0.29
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 2	5.00	3.00	0.08
CONFERENCE SEMINARS	: 3	1.00	1.00	0.02
OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 3	5.00	6.00	0.11
POST INITIATED	: 2	10.00	0.00	0.10
E. COMMUNICATIONS ACTIVITIES	: 2	5.00	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 3	1.00	1.00	0.02
FROM TERRITORIES	: 2	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	: 5.00	0.00	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 0	0.00	0.00	0.00
HOST GOVERNMENT	: 21	2.00	2.00	0.04
OTHER DEPARTMENT	: 74	6.00	3.00	0.09
PROVINCES/MUNICIPALITIES	: 11	5.00	3.00	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 5.00	0.00	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP	: 10.00	0.00	0.00	0.10
K. SERVICE TO OTHER MISSION PROGRAMS	: 2.00	0.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 40
FROM TERRIT : 16

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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