

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	904	15.00	44.50	1.93
FROM TERRITORIES :	350	15.00	8.00	0.47
B.VISITS TO CLIENTS IN TERRITORY :	30	10.00	4.75	0.29
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	2.00	15.00	0.62
MISSIONS :	7	2.00	4.75	0.21
CONFERENCE SEMINARS :	13	4.00	2.75	0.15
OTHER :	0	0.00	1.50	0.06
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	2.00	0.75	0.05
POST INITIATED :	10	8.00	0.50	0.10
E.COMMUNICATIONS ACTIVITIES :	8	10.00	0.00	0.10
F.INVESTMENT ENQUIRIES				
FROM CANADA :	15	3.00	0.00	0.03
FROM TERRITORIES :	70	5.00	1.25	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	4.25	0.17
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	10	2.00	0.00	0.02
OTHER DEPARTMENT :	25	2.00	2.50	0.12
PROVINCES/MUNICIPALITIES :	30	2.00	5.25	0.23
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		3.00	4.25	0.20
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.03
L.TOURISM PROGRAM ACTIVITIES :		2.00	0.00	0.02
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	37
	FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	411
	FROM TERRIT :	408
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	7
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	4