

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	825	50.00	24.50	1.97
FROM TERRITORIES :	152	10.00	9.33	0.66
B.VISITS TO CLIENTS IN TERRITORY :	30	5.00	2.16	0.18
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	20	0.00	8.50	0.51
MISSIONS :	10	0.00	8.83	0.53
CONFERENCE SEMINARS :	10	5.00	3.00	0.23
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.00	0.66	0.04
POST INITIATED :	4	0.00	0.33	0.02
E.COMMUNICATIONS ACTIVITIES :	2	2.00	0.33	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	4	0.00	0.16	0.01
FROM TERRITORIES :	4	2.00	0.16	0.03
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	2.00	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	1.66	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	2.00	0.33	0.04
HOST GOVERNMENT :	3	0.00	0.50	0.03
OTHER DEPARTMENT :	15	0.00	1.50	0.09
PROVINCES/MUNICIPALITIES :	17	5.00	1.33	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	2.83	0.32
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.16	0.01
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.33	0.02
L.TOURISM PROGRAM ACTIVITIES :		0.00	33.33	2.00
***** TOTALS *****		100.00	99.93	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 9
FROM TERRIT : 10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 189
FROM TERRIT : 359

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 6

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1
-LOCALLY ENGAGED : 6