

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : BUFFALO

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME PERSON-QTR |
|---|--------|----------------|---------|--------------------------|
| | | CANADA | LOC-ENG | |
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 736 | 35.00 | 20.42 | 1.78 |
| FROM TERRITORIES : | 160 | 5.00 | 8.57 | 0.65 |
| B.VISITS TO CLIENTS IN TERRITORY : | 62 | 30.00 | 3.42 | 0.54 |
| C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 7 | 2.00 | 3.71 | 0.28 |
| MISSIONS : | 12 | 0.00 | 13.00 | 0.91 |
| CONFERENCE SEMINARS : | 18 | 0.00 | 7.42 | 0.52 |
| OTHER : | 9 | 0.00 | 2.57 | 0.18 |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 0 | 0.00 | 0.00 | 0.00 |
| POST INITIATED : | 6 | 3.00 | 0.57 | 0.07 |
| E.COMMUNICATIONS ACTIVITIES : | 7 | 2.00 | 0.71 | 0.07 |
| F.INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 8 | 0.00 | 1.14 | 0.08 |
| FROM TERRITORIES : | 12 | 0.00 | 1.14 | 0.08 |
| 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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST : | | 0.00 | 1.00 | 0.07 |
| I.SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 4 | 0.00 | 0.14 | 0.01 |
| HOST GOVERNMENT : | 2 | 2.00 | 0.14 | 0.03 |
| OTHER DEPARTMENT : | 7 | 0.00 | 0.71 | 0.05 |
| PROVINCES/MUNICIPALITIES : | 32 | 3.00 | 4.28 | 0.33 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. : | | 10.00 | 1.00 | 0.17 |
| LEAVE, PROFESSIONAL DEVELOP : | | 3.00 | 1.42 | 0.13 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 5.00 | 0.00 | 0.05 |
| L.TOURISM PROGRAM ACTIVITIES : | | 0.00 | 28.57 | 2.00 |
| ***** TOTALS ***** | | 100.00 | 99.93 | 8.00 |

| | | |
|--|---------------------|-----|
| NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) | FROM CANADA : | 8 |
| | FROM TERRIT : | 0 |
| NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) | FROM CANADA : | 126 |
| | FROM TERRIT : | 22 |
| NUMBER OF PEMD APPLICATIONS COMMENTED ON : | | 16 |
| NUMBER OF OCCUPIED OFFICER POSITIONS | - CANADA BASED : | 1 |
| | - LOCALLY ENGAGED : | 7 |