

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	626	20.00	26.75	1.27
FROM TERRITORIES :	304	10.00	16.50	0.76
B. VISITS TO CLIENTS IN TERRITORY :	22	10.00	4.50	0.28
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	2.00	9.75	0.41
MISSIONS :	15	2.00	10.25	0.43
CONFERENCE SEMINARS :	7	2.00	8.50	0.36
OTHER :	2	2.00	0.75	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	2.00	2.00	0.10
POST INITIATED :	6	2.00	2.00	0.10
E. COMMUNICATIONS ACTIVITIES :	5	3.00	0.00	0.03
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	2.00	0.00	0.02
FROM TERRITORIES :	20	5.00	0.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	1.00	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.00	3.00	0.13
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	25	10.00	0.00	0.10
HOST GOVERNMENT :	5	2.00	0.25	0.03
OTHER DEPARTMENT :	4	2.00	0.50	0.04
PROVINCES/MUNICIPALITIES :	19	2.00	4.25	0.19
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	4.25	0.29
LEAVE, PROFESSIONAL DEVELOP :		0.00	5.25	0.21
K. SERVICE TO OTHER MISSION PROGRAMS :		8.00	1.50	0.14
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 182
FROM TERRIT : 100

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 4