

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	484	8.00	31.00	1.01
FROM TERRITORIES :	177	10.00	18.33	0.65
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 22	2.00	5.33	0.18
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	2	4.00	5.66	0.21
MISSIONS :	4	8.00	20.00	0.68
OTHER :	9	10.00	0.00	0.10
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	6	2.00	0.66	0.04
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	6	4.00	0.00	0.04
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	1	1.00	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	4	10.00	9.66	0.39
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	17	5.00	0.00	0.05
FROM OTHER GOV'T SOURCES- CONTACTS :	10	2.00	0.66	0.04
- REPORTS :	5	1.00	0.33	0.02
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		12.00	4.00	0.24
LEAVE, PROFESSIONAL DEVELOP :		11.00	4.33	0.24
J. SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.10
***** TOTALS *****		100.00	99.96	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 237
FROM TERRIT : 80

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 3