

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

90/10/03

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	729	10.00	28.25	1.23
FROM TERRITORIES :	365	18.00	10.50	0.60
B. VISITS TO CLIENTS IN TERRITORY :	116	8.00	6.75	0.35
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	11	2.00	2.50	0.12
MISSIONS :	22	6.00	7.75	0.37
CONFERENCE SEMINARS :	14	6.00	6.75	0.33
OTHER :	16	8.00	3.75	0.23
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	30	2.00	4.25	0.19
POST INITIATED :	11	1.00	2.25	0.10
E. COMMUNICATIONS ACTIVITIES :	11	2.00	2.00	0.10
F. INVESTMENT ENQUIRIES FROM CANADA :	6	2.00	0.25	0.03
FROM TERRITORIES :	18	8.00	0.00	0.08
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	2.00	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.00	8.50	0.35
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	15	5.00	0.00	0.05
HOST GOVERNMENT :	4	1.00	0.50	0.03
OTHER DEPARTMENT :	6	1.00	0.25	0.02
PROVINCES/MUNICIPALITIES :	33	5.00	1.25	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	3.75	0.25
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.50	0.02
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.50	0.02
L. TOURISM PROGRAM ACTIVITIES :		2.00	9.75	0.41
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 282
FROM TERRIT : 75

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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