

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	469	7.00	34.33	1.10
FROM TERRITORIES :	244	10.00	15.00	0.55
B.VISITS TO CLIENTS IN TERRITORY :	14	1.00	6.00	0.19
C.EXPORT/TRADE/POLICY FAIRS :	1	1.00	1.00	0.04
PROJECTS AND EVENTS MISSIONS :	11	10.00	18.66	0.66
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	19	15.00	1.66	0.20
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	6	2.00	1.66	0.07
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	4	1.00	0.33	0.02
FROM TERRITORIES :	10	3.00	0.00	0.03
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 :		12.00	0.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	44	20.00	1.66	0.25
OTHER DEPARTMENT :	10	2.00	1.00	0.05
PROVINCES/MUNICIPALITIES :	12	0.00	1.33	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	3.66	0.19
LEAVE, PROFESSIONAL DEVELOP :		0.00	13.66	0.41
K.SERVICE TO OTHER MISSION PROGRAMS :		8.00	0.00	0.08
***** TOTALS *****		100.00	99.95	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 232
FROM TERRIT : 95

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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