

09/09/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	810	14.00	25.00	1.39
FROM TERRITORIES :	320	10.00	10.40	0.62
B.VISITS TO CLIENTS IN TERRITORY :	33	12.00	5.40	0.39
C.EXPORT/TRADE/POLICY FAIRS :	6	5.00	5.40	0.32
PROJECTS AND EVENTS MISSIONS :	9	0.00	15.00	0.75
CONFERENCE SEMINARS :	8	5.00	3.40	0.22
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	3.00	1.80	0.12
POST INITIATED :	2	3.00	1.00	0.08
E.COMMUNICATIONS ACTIVITIES :	13	5.00	2.80	0.19
F.INVESTMENT ENQUIRIES FROM CANADA :	4	2.00	0.00	0.02
FROM TERRITORIES :	31	10.00	1.20	0.16
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 :		5.00	1.20	0.11
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	9	3.00	0.40	0.05
HOST GOVERNMENT :	5	3.00	0.80	0.07
OTHER DEPARTMENT :	15	3.00	1.40	0.10
PROVINCES/MUNICIPALITIES :	23	2.00	1.60	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	1.40	0.17
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.80	0.09
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.02
L.TOURISM PROGRAM ACTIVITIES :		3.00	20.00	1.03

\*\*\*\*\* TOTALS \*\*\*\*\*

100.00 100.00 6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	21
FROM TERRIT :	5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	93
FROM TERRIT :	33

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	5