

# TRADE TRACKING SYSTEM

88/07/13

## WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : BUFFALO

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA :	444	14.00	33.33	1.14
	FROM TERRITORIES :	201	24.00	14.66	0.68
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	15	2.00	5.33	0.18
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS :	8	0.00	10.00	0.30
	MISSIONS :	8	8.00	16.33	0.57
	OTHER :	7	6.00	1.33	0.10
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	:	8	2.00	5.33	0.18
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA :	3	2.00	0.00	0.02
	FROM TERRITORIES :	9	5.00	0.00	0.05
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :		2	1.00	0.00	0.01
	CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA :		3	8.00	3.33	0.18
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :		12	4.00	0.00	0.04
	FROM OTHER GOV'T SOURCES- CONTACTS :	3	1.00	4.00	0.13
	- REPORTS :	1	1.00	0.00	0.01
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN. :		12.00	3.66	0.23
	LEAVE, PROFESSIONAL DEVELOP :		0.00	2.66	0.08
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 : 162  
FROM TERRIT : 80

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

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