

27/07/93

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	926	10.00	28.00	1.50
FROM TERRITORIES :	231	8.00	8.00	0.48
B.VISITS TO CLIENTS IN TERRITORY :	48	15.00	5.80	0.44
C.EXPORT/TRADE/POLICY FAIRS :	5	2.00	5.00	0.27
PROJECTS AND EVENTS MISSIONS :	6	10.00	15.00	0.85
CONFERENCE SEMINARS :	7	5.00	2.20	0.16
OTHER :	15	0.00	0.80	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	2.00	1.60	0.10
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	13	2.00	1.40	0.09
F.INVESTMENT ENQUIRIES FROM CANADA :	18	1.00	2.20	0.12
FROM TERRITORIES :	41	0.00	2.80	0.14
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.20	0.01
CONNECTIONS ARRANGED :	10	0.00	0.20	0.01
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		1.00	2.60	0.14
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	16	3.00	0.20	0.04
HOST GOVERNMENT :	7	4.00	0.20	0.05
OTHER DEPARTMENT :	12	0.00	1.20	0.06
PROVINCES/MUNICIPALITIES :	31	2.00	1.60	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	0.20	0.21
LEAVE, PROFESSIONAL DEVELOP :		5.00	0.80	0.09
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.01
L.TOURISM PROGRAM ACTIVITIES :		9.00	20.00	1.09
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	59
FROM TERRIT :	44
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	296
FROM TERRIT :	690

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	2
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	5