

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	463	12.00	30.00	1.02
FROM TERRITORIES	221	15.00	25.00	0.90
B. VISITS TO CLIENTS IN TERRITORY VISITS	22	3.00	3.66	0.14
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	2	0.00	10.66	0.32
MISSIONS	4	12.00	15.66	0.59
OTHER	4	7.00	0.00	0.07
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	5	3.00	0.00	0.03
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	1	1.00	0.00	0.01
FROM TERRITORIES	9	5.00	0.00	0.05
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	3	1.00	0.00	0.01
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	2	3.00	0.00	0.03
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	31	15.00	0.00	0.15
FROM OTHER GOV'T SOURCES- CONTACTS	18	2.00	2.00	0.08
- REPORTS	6	2.00	1.00	0.05
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		12.00	5.66	0.29
LEAVE, PROFESSIONAL DEVELOP		0.00	6.33	0.19
J. SERVICE TO OTHER MISSION PROGRAMS		7.00	0.00	0.07
***** TOTALS *****		100.00	99.97	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 176  
FROM TERRIT : 55

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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