

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	884	0.00	24.20	1.21
FROM TERRITORIES	173	0.00	7.80	0.39
B.VISITS TO CLIENTS IN TERRITORY	26	0.00	5.60	0.28
C.EXPORT/TRADE/POLICY FAIRS	13	0.00	2.80	0.14
PROJECTS AND EVENTS MISSIONS	10	0.00	15.00	0.75
CONFERENCE SEMINARS	16	0.00	7.80	0.39
OTHER	1	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	0	0.00	0.00	0.00
POST INITIATED	6	0.00	3.00	0.15
E.COMMUNICATIONS ACTIVITIES	2	0.00	0.80	0.04
F.INVESTMENT ENQUIRIES FROM CANADA	17	0.00	1.60	0.08
FROM TERRITORIES	28	0.00	2.00	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	4	0.00	0.40	0.02
CONNECTIONS ARRANGED	1	0.00	2.60	0.13
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		0.00	3.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES NGO	1	0.00	0.20	0.01
HOST GOVERNMENT	0	0.00	0.00	0.00
OTHER DEPARTMENT	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES	4	0.00	0.80	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP		0.00	2.40	0.12
K.SERVICE TO OTHER MISSION PROGRAMS		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES		0.00	20.00	1.00
***** TOTALS *****		0.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA	27
FROM TERRIT	48
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA	189
FROM TERRIT	162
NUMBER OF PEMD APPLICATIONS COMMENTED ON	1
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED	0
-LOCALLY ENGAGED	5