

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	934	40.00	26.40	1.72
FROM TERRITORIES :	259	5.00	8.00	0.45
B. VISITS TO CLIENTS IN TERRITORY :	30	3.00	3.00	0.18
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	0.00	5.20	0.26
MISSIONS :	14	5.00	12.80	0.69
CONFERENCE SEMINARS :	8	5.00	3.40	0.22
OTHER :	2	0.00	0.60	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	5.00	2.60	0.18
POST INITIATED :	5	5.00	1.20	0.11
E. COMMUNICATIONS ACTIVITIES :	11	10.00	0.60	0.13
F. INVESTMENT ENQUIRIES				
FROM CANADA :	18	3.00	1.40	0.10
FROM TERRITORIES :	18	0.00	2.80	0.14
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.00	1.40	0.09
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	1.00	0.00	0.01
OTHER DEPARTMENT :	10	0.00	1.40	0.07
PROVINCES/MUNICIPALITIES :	22	2.00	4.40	0.24
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.00	0.00	0.03
LEAVE, PROFESSIONAL DEVELOP :		10.00	4.80	0.34
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.01
L. TOURISM PROGRAM ACTIVITIES :		0.00	20.00	1.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	13
	FROM TERRIT :	30
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	26
	FROM TERRIT :	90
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	9
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	5