

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	630	19.00	5.00	0.39
FROM TERRITORIES	408	18.00	19.25	0.95
B. VISITS TO CLIENTS IN TERRITORY	33	4.00	10.00	0.44
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	7	1.00	20.00	0.81
MISSIONS	16	3.00	18.50	0.77
CONFERENCE SEMINARS	1	0.00	1.50	0.06
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	7	3.00	1.25	0.08
POST INITIATED	3	3.00	1.25	0.08
E. COMMUNICATIONS ACTIVITIES	14	10.00	1.25	0.15
F. INVESTMENT ENQUIRIES				
FROM CANADA	6	2.00	2.75	0.13
FROM TERRITORIES	9	6.00	0.00	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	10	0.00	1.75	0.07
CONNECTIONS ARRANGED	0	0.00	1.75	0.07
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST		1.00	0.25	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	9	2.00	0.75	0.05
HOST GOVERNMENT	2	3.00	1.00	0.07
OTHER DEPARTMENT	8	2.00	0.25	0.03
PROVINCES/MUNICIPALITIES	1	1.00	0.00	0.01
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		11.00	7.50	0.41
LEAVE, PROFESSIONAL DEVELOP		0.00	6.00	0.24
K. SERVICE TO OTHER MISSION PROGRAMS		11.00	0.00	0.11
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 326
FROM TERRIT : 73

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 4