

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	510	19.00	26.25	1.24
FROM TERRITORIES :	226	12.00	12.50	0.62
B.VISITS TO CLIENTS IN TERRITORY :	31	5.00	3.50	0.19
C.EXPORT/TRADE/POLICY FAIRS :	10	4.00	13.25	0.57
PROJECTS AND EVENTS MISSIONS :	14	1.00	10.50	0.43
CONFERENCE SEMINARS :	6	1.00	3.25	0.14
OTHER :	3	0.00	4.00	0.16
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	6.00	3.75	0.21
POST INITIATED :	6	2.00	2.00	0.10
E.COMMUNICATIONS ACTIVITIES :	4	10.00	0.00	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	55	8.00	0.50	0.10
FROM TERRITORIES :	251	10.00	0.25	0.11
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	7.50	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	10	2.00	0.00	0.02
HOST GOVERNMENT :	12	2.00	0.00	0.02
OTHER DEPARTMENT :	19	3.00	1.25	0.08
PROVINCES/MUNICIPALITIES :	29	3.00	2.00	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	5.25	0.33
LEAVE, PROFESSIONAL DEVELOP :		0.00	4.25	0.17
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 69
FROM TERRIT : 45

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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