

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	875	20.00	28.50	1.34
FROM TERRITORIES :	612	15.00	12.75	0.66
B.VISITS TO CLIENTS IN TERRITORY :	39	10.00	4.00	0.26
C.EXPORT/TRADE/POLICY FAIRS :	7	6.00	6.50	0.32
PROJECTS AND EVENTS MISSIONS :	10	2.00	10.00	0.42
CONFERENCE SEMINARS :	13	0.00	5.00	0.20
OTHER :	1	0.00	2.50	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	2.00	3.75	0.17
POST INITIATED :	17	8.00	17.50	0.78
E.COMMUNICATIONS ACTIVITIES :	13	7.00	2.00	0.15
F.INVESTMENT ENQUIRIES FROM CANADA :	20	3.00	1.00	0.07
FROM TERRITORIES :	26	5.00	1.25	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	2.00	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.25	0.13
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	10	2.00	0.00	0.02
OTHER DEPARTMENT :	25	2.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	34	2.00	0.50	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	0.00	0.07
LEAVE, PROFESSIONAL DEVELOP :		3.00	1.50	0.09
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.02
L.TOURISM PROGRAM ACTIVITIES :		2.00	0.00	0.02
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	60
	FROM TERRIT :	30
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	341
	FROM TERRIT :	156
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	4