

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	470	20.00	32.75	1.51
FROM TERRITORIES :	196	15.00	15.50	0.77
B.VISITS TO CLIENTS IN TERRITORY :	25	10.00	4.25	0.27
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	2	1.00	0.25	0.02
MISSIONS :	4	1.00	3.25	0.14
CONFERENCE SEMINARS :	2	1.00	3.75	0.16
OTHER :	28	10.00	15.50	0.72
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	1.00	4.25	0.18
POST INITIATED :	6	1.00	3.25	0.14
E.COMMUNICATIONS ACTIVITIES :	14	5.00	0.00	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	10	2.00	0.00	0.02
FROM TERRITORIES :	15	4.00	0.00	0.04
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'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	5.50	0.24
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	9	2.00	0.00	0.02
HOST GOVERNMENT :	2	1.00	0.00	0.01
OTHER DEPARTMENT :	4	2.00	1.25	0.07
PROVINCES/MUNICIPALITIES :	20	1.00	3.00	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	4.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		4.00	3.00	0.16
K.SERVICE TO OTHER MISSION PROGRAMS :		7.00	0.50	0.09
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 74  
FROM TERRIT : 69

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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