

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	825	25.00	21.00	1.97
FROM TERRITORIES :	121	5.00	9.28	0.75
B.VISITS TO CLIENTS IN TERRITORY :	24	3.50	2.14	0.22
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	0.00	5.85	0.41
MISSIONS :	9	2.00	12.42	0.91
CONFERENCE SEMINARS :	12	2.50	3.57	0.30
OTHER :	2	0.50	0.28	0.03
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	3	0.00	0.42	0.03
POST INITIATED :	4	0.50	0.28	0.03
E.COMMUNICATIONS ACTIVITIES :	1	1.00	0.14	0.03
F.INVESTMENT ENQUIRIES				
FROM CANADA :	10	0.00	0.85	0.06
FROM TERRITORIES :	13	1.00	1.42	0.12
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	1.00	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		6.00	2.14	0.27
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	1.50	0.14	0.04
HOST GOVERNMENT :	2	0.50	0.00	0.01
OTHER DEPARTMENT :	9	1.00	0.57	0.06
PROVINCES/MUNICIPALITIES :	18	2.50	3.42	0.29
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		37.50	2.14	0.90
LEAVE, PROFESSIONAL DEVELOP :		9.00	5.28	0.55
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	28.57	2.00
***** TOTALS *****		100.00	99.91	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	12
	FROM TERRIT :	20
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	71
	FROM TERRIT :	98
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	7