

TRADE TRACKING SYSTEM

87/09/10

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	507	15.00	31.33	1.09
FROM TERRITORIES	264	10.00	31.00	1.03
B. VISITS TO CLIENTS IN TERRITORY VISITS :	25	3.00	4.33	0.16
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	4	1.00	3.33	0.11
MISSIONS :	7	12.00	16.00	0.60
OTHER :	2	1.00	0.66	0.03
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	2	1.00	0.00	0.01
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	3	3.00	0.00	0.03
FROM TERRITORIES :	15	7.00	0.00	0.07
F. TECHNOLOGY INFLOW PROGRAM ENQR 'S FRM CANADA :	1	1.00	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA :	2	2.00	1.33	0.06
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	32	15.00	0.00	0.15
FROM OTHER GOV'T SOURCES- CONTACTS :	9	2.00	1.00	0.05
- REPORTS :	12	1.00	2.66	0.09
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		15.00	5.66	0.32
LEAVE, PROFESSIONAL DEVELOP :		6.00	2.66	0.14
J. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
***** TOTALS *****		100.00	99.96	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 141
FROM TERRIT : 84

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 3