

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	622	20.00	25.75	1.23
FROM TERRITORIES :	264	15.00	10.00	0.55
B.VISITS TO CLIENTS IN TERRITORY :	47	10.00	7.75	0.41
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	17	2.00	9.50	0.40
MISSIONS :	17	2.00	13.25	0.55
CONFERENCE SEMINARS :	11	3.00	7.75	0.34
OTHER :	2	2.00	1.25	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.00	1.25	0.07
POST INITIATED :	8	3.00	2.75	0.14
E.COMMUNICATIONS ACTIVITIES :	0	5.00	4.25	0.22
F.INVESTMENT ENQUIRIES				
FROM CANADA :	8	2.00	0.25	0.03
FROM TERRITORIES :	12	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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	3.75	0.17
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	2.00	0.00	0.02
HOST GOVERNMENT :	5	2.00	0.50	0.04
OTHER DEPARTMENT :	2	2.00	1.75	0.09
PROVINCES/MUNICIPALITIES :	20	2.00	1.75	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	5.50	0.32
LEAVE, PROFESSIONAL DEVELOP :		10.00	2.50	0.20
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.50	0.02
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 129  
FROM TERRIT : 60

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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