

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	799	15.00	24.00	1.35
FROM TERRITORIES :	295	15.00	10.20	0.66
B.VISITS TO CLIENTS IN TERRITORY :	48	15.00	6.00	0.45
C.EXPORT/TRADE/POLICY FAIRS :	3	0.00	3.00	0.15
PROJECTS AND EVENTS MISSIONS :	7	0.00	11.60	0.58
CONFERENCE SEMINARS :	3	2.00	2.40	0.14
OTHER :	0	0.00	1.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.00	11.00	0.57
POST INITIATED :	3	10.00	4.00	0.30
E.COMMUNICATIONS ACTIVITIES :	0	10.00	0.00	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	3	2.00	0.20	0.03
FROM TERRITORIES :	24	10.00	1.40	0.17
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 :		0.00	1.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.00	0.00	0.00
HOST GOVERNMENT :	7	2.00	1.60	0.10
OTHER DEPARTMENT :	7	2.00	0.60	0.05
PROVINCES/MUNICIPALITIES :	10	2.00	1.60	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		3.00	0.40	0.05
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	20.00	1.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	49
FROM TERRIT :	14
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	263
FROM TERRIT :	342

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	5