

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	943	10.00	25.40	1.37
FROM TERRITORIES :	263	5.00	8.40	0.47
B.VISITS TO CLIENTS IN TERRITORY :	47	10.00	5.20	0.36
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	5.00	4.80	0.29
MISSIONS :	9	5.00	13.60	0.73
CONFERENCE SEMINARS :	15	10.00	2.00	0.20
OTHER :	3	0.00	5.20	0.26
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	10.00	1.40	0.17
POST INITIATED :	6	0.00	1.20	0.06
E.COMMUNICATIONS ACTIVITIES :	1	0.00	1.00	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	34	0.00	2.60	0.13
FROM TERRITORIES :	7	0.00	1.20	0.06
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.00	0.20	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		10.00	1.20	0.16
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	10	0.00	3.00	0.15
PROVINCES/MUNICIPALITIES :	12	0.00	1.20	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.20	0.16
LEAVE, PROFESSIONAL DEVELOP :		5.00	2.20	0.16
K.SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		5.00	20.00	1.05
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	15
FROM TERRIT :	25
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	163
FROM TERRIT :	77
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	1
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	5