

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	755	15.00	27.75	1.26
FROM TERRITORIES :	261	10.00	11.00	0.54
B. VISITS TO CLIENTS IN TERRITORY :	43	15.00	8.75	0.50
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	5.00	3.25	0.18
MISSIONS :	5	0.00	5.00	0.20
CONFERENCE SEMINARS :	7	5.00	3.50	0.19
OTHER :	10	3.00	1.50	0.09
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.00	1.25	0.07
POST INITIATED :	4	2.00	1.25	0.07
E. COMMUNICATIONS ACTIVITIES :	9	2.00	5.25	0.23
F. INVESTMENT ENQUIRIES				
FROM CANADA :	20	2.00	0.75	0.05
FROM TERRITORIES :	37	15.00	1.50	0.21
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		6.00	2.00	0.14
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	2.00	0.00	0.02
HOST GOVERNMENT :	3	2.00	0.00	0.02
OTHER DEPARTMENT :	8	2.00	0.50	0.04
PROVINCES/MUNICIPALITIES :	20	2.00	1.50	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	0.25	0.08
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		3.00	25.00	1.03
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 254  
FROM TERRIT : 97

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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