

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/01/22

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	496	19.00	24.25	1.16
FROM TERRITORIES :	262	17.00	13.25	0.70
B. VISITS TO CLIENTS IN TERRITORY :	18	4.00	4.50	0.22
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	1.00	16.75	0.68
MISSIONS :	6	0.00	10.75	0.43
CONFERENCE SEMINARS :	2	1.00	7.50	0.31
OTHER :	9	3.00	0.75	0.06
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	2.00	3.75	0.17
POST INITIATED :	6	6.00	1.50	0.12
E. COMMUNICATIONS ACTIVITIES :	15	10.00	1.25	0.15
F. INVESTMENT ENQUIRIES				
FROM CANADA :	6	2.00	0.00	0.02
FROM TERRITORIES :	9	6.00	0.00	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	2.00	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.00	1.25	0.07
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	9	3.00	0.00	0.03
HOST GOVERNMENT :	2	2.00	0.00	0.02
OTHER DEPARTMENT :	13	3.00	2.00	0.11
PROVINCES/MUNICIPALITIES :	14	2.00	3.25	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	5.50	0.34
LEAVE, PROFESSIONAL DEVELOP :		3.00	1.25	0.08
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	2.50	0.10
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 140
FROM TERRIT : 47

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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