

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	584	10.00	37.00	1.21
FROM TERRITORIES :	223	20.00	16.66	0.70
B.VISITS TO CLIENTS IN TERRITORY :	18	10.00	8.00	0.34
C.EXPORT/TRADE/POLICY FAIRS :	6	2.00	16.00	0.50
PROJECTS AND EVENTS MISSIONS :	5	6.00	7.66	0.29
CONFERENCE SEMINARS :	1	6.00	1.00	0.09
OTHER :	0	8.00	0.00	0.08
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	2.00	0.33	0.03
POST INITIATED :	2	2.00	0.00	0.02
E.COMMUNICATIONS ACTIVITIES :	8	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	4	2.00	0.66	0.04
FROM TERRITORIES :	15	8.00	0.33	0.09
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	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	1.00	0.00	0.01
HOST GOVERNMENT :	0	3.00	1.00	0.06
OTHER DEPARTMENT :	0	1.00	0.00	0.01
PROVINCES/MUNICIPALITIES :	0	1.00	2.33	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	1.66	0.10
LEAVE, PROFESSIONAL DEVELOP :		8.00	6.66	0.28
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.01
L.TOURISM PROGRAM ACTIVITIES :		2.00	0.66	0.04
***** TOTALS *****		100.00	99.95	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 218
FROM TERRIT : 50

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 3