

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	736	35.00	20.42	1.78
FROM TERRITORIES :	160	5.00	8.57	0.65
B.VISITS TO CLIENTS IN TERRITORY :	62	30.00	3.42	0.54
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	2.00	3.71	0.28
MISSIONS :	12	0.00	13.00	0.91
CONFERENCE SEMINARS :	18	0.00	7.42	0.52
OTHER :	9	0.00	2.57	0.18
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	6	3.00	0.57	0.07
E.COMMUNICATIONS ACTIVITIES :	7	2.00	0.71	0.07
F.INVESTMENT ENQUIRIES				
FROM CANADA :	8	0.00	1.14	0.08
FROM TERRITORIES :	12	0.00	1.14	0.08
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	0.07
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	0.00	0.14	0.01
HOST GOVERNMENT :	2	2.00	0.14	0.03
OTHER DEPARTMENT :	7	0.00	0.71	0.05
PROVINCES/MUNICIPALITIES :	32	3.00	4.28	0.33
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	1.00	0.17
LEAVE, PROFESSIONAL DEVELOP :		3.00	1.42	0.13
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
L.TOURISM PROGRAM ACTIVITIES :		0.00	28.57	2.00
***** TOTALS *****		100.00	99.93	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	8
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	126
	FROM TERRIT :	22
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		16
NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED :	1
	- LOCALLY ENGAGED :	7